



**NELSON MANDELA ELEMENTARY
FAMILY HANDBOOK**

2019-2020 SCHOOL YEAR

**6316 North 30th Street
Omaha, Nebraska**

Effective: August, 2019



Dear Mandela Family,

We begin this 2019/2020 school year. I am energized and deeply committed to making a positive difference in the lives of our children. We will accomplish this by setting high academic expectations for all children and providing supportive systems to assure they are met. It is our goal at Mandela that all scholars are on grade level or beyond by addressing school culture, setting high standards for teacher performance, increasing academic expectations for all scholars and engaging the community.

On behalf of the team at Nelson Mandela Elementary, it is my pleasure to welcome you and your scholar to a new school year. My past experience has shown me that it takes a team to help all scholars reach their maximum potential. I will work collaboratively with the team at Mandela to provide an academic program where all scholars can be successful. The caring and dedicated team at Nelson Mandela Elementary will continue to encourage all scholars to set high goals for themselves and to reach for their dreams.

Each morning we will begin school with our Mandela Mantra, "Education is the most powerful weapon which you can use to change the world. I will change the world with my Hope, Strength, Service, Unity, Peace and Wisdom." We want these words to be a constant reminder of who we are, what we plan to do, and how we will achieve it. We will also spend two minutes in mindful meditation to prepare for our day.

Working together, we can ensure that the scholars of Mandela continue to achieve their highest potential in the classroom, on stage, and in social interactions. Your involvement, partnership and support are greatly appreciated during the school year as we work to build and maintain our programs.

I sincerely hope you will take time to look through our web pages and learn about the opportunities available to all scholars and families who are members of our Mandela family. We believe our scholars' years at Mandela are their opportunity to become engaged in education and life-long learning!

I am confident that this will be an outstanding school year and look forward to working with the team and community to build the Mandela tradition of academic excellence!

Please feel free to contact me or any member of the Mandela Team.

Sincerely,

Dr. Toohey,
Head of School

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NELSON MANDELA ELEMENTARY

Board of Education Members

2019-2020

Dianne Lozier - President

John Scott - Vice President

Jan Mueller - Treasurer

Susan Toohey - Secretary

Bob Braun

Tre Brashear

This handbook is provided for informational purposes only and does not constitute a contractual agreement between NME and any scholar or any parent/guardian of any scholar.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, modify, or abolish any of the Handbook provisions as needed to meet the current needs of our scholars, community members, and team.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This handbook does not create any restriction upon NME's right to institute any course of disciplinary action which, in NME's sole discretion, it believes is necessary and consistent with its educational mission.

Nelson Mandela Elementary Advisory Board Members:

Committee	First	Last	Organization
Academic Excellence	Jerry	Bexten	Sherwood Foundation
Academic Excellence	Clarice	Jackson	Voice Advocacy
Academic Excellence	Kathy J.	Trotter	MCC
Academic Excellence	Nancy	Liebermann	Phoenix Academy
Academic Excellence	Renee	Fry	Open Sky Institute
Academic Excellence	Lisa	St. Clair	OPES
Academic Excellence	Sr. Maryanne	Stevens	College of St. Mary
Academic Excellence	Tom	Warren	Urban League
Buildings, Grounds, Technology	Bob	Braun	Lozier Foundation
Buildings, Grounds, Technology	George	Lozier	Lozier Foundation
Buildings, Grounds, Technology	Bill	McKay	New Street Property
Buildings, Grounds, Technology	Larry	Ziska	Former Blessed Sacrament Parishioner
Finance	John	Ash	Nelson Mandela
Finance	Sue	Klima	Nelson Mandela
Finance	John	Scott	Scott Foundation
Finance	Dianne	Seeman Lozier	Lozier Foundation
Scholar, Community, Family Relations	James	Cloyd	MCC
Scholar, Community, Family Relations	Pat	Weddle	Community Volunteer
Scholar, Community, Family Relations	Aaron	Evans	Union Pacific
Scholar, Community, Family Relations	Ivan	Gilreath	Boys and Girls Club
Scholar, Community, Family Relations	Sharif	Liwaru	Malcom X
Scholar, Community, Family Relations	Kenny	McMorris	Charles Drew Health
Scholar, Community, Family Relations	Jamalia	Parker	Learning Community Center of North Omaha
Scholar, Community, Family Relations	Roberta	Wilhelm	Girls, Inc.

MISSION STATEMENT

The **mission** of Nelson Mandela Elementary is to provide quality instruction that demonstrates ALL scholars can learn and develop academically, emotionally, socially and physically. Nelson Mandela Elementary is committed to maximizing the educational success of all scholars and bridging learning and achievement gaps.

Nelson Mandela Elementary fulfills its mission by:

- Using multi-sensory, evidence-based educational curricula and frameworks
- Addressing each child's individual learning needs
- Setting high academic and behavior expectations
- Providing a safe, positive environment
- Employing committed, caring, and well-trained educators and providing on-going professional development
- Partnering with parents and the community to strengthen the education experience for all learners

SCHOOL GOALS

The goals of NME are:

1. To provide a quality education that addresses the needs of the whole child.
2. To provide an academic program with comprehensive guidelines and benchmarks for determining achievement.
3. To provide a learning environment that is thoroughly integrated and reflective of the people we serve.
4. To foster respect for self and others.
5. To present an alternative educational opportunity for the members of our community.

ACHIEVEMENT GOALS

- Possess and exhibit knowledge of academic disciplines.
- Demonstrate effective oral and written communication skills.

- Model skills that promote life-long learning, self-discipline, problem solving strategies, and independent thinking.
- Demonstrate respect for self, others, and the environment.
- Read and do math on grade level or above.

ACCREDITATION STATUS

NME is accredited under the guideline of Rule 10 by the State of Nebraska and, therefore, meets the highest educational standards set by the state.

NME TEAM

OFFICE STAFF

Dr. Susan Toohey - Head of School
 Genevive Core - Assistant Principal
 Stacy Hudson - Administrative Assistant
 Monica Wells - Counselor
 Shilene Meeks - Kids Can Director
 Amanda Myroniuk - Volunteer Coordinator
 Riannon Bell - Kitchen Manager
 Maurice Cotton - Kitchen Assistant
 Brandie Shelton - Kitchen Assistant
 Liz Anderson - Speech Therapist
 Dr. Kerrie Ivey - Occupational Therapist
 Tamara Wharton - Instructional Coach
 Daniel Hernandez - Janitor

KINDERGARTEN TEAM

Tracy Jones - Co-Teacher
 Amanda Krier - Teacher
 Rachel Metzler - Teacher
 Amanda Partee - Para
 Katie Siwa - Co-Teacher
 Jolynn Sullins - Para

FIRST GRADE TEAM

Maurice Cotton - Para (PM)
 Daphne Krezmien - Para
 Miranda Kreulen - Teacher
 Kwin Kunkle - Teacher

Bajah Pittman - Para
Heidi Wilhelm - Teacher

SECOND GRADE TEAM

Angela Bultez - Para
Ashli Carlock - Para
Dominique Hardy - Para
Ryan Margheim - Teacher
Bianca Sherman - Teacher
Beverly Tate - Teacher

THIRD GRADE TEAM

Shiree Bonner - Para
Lynette Dacus - Para
LC Doss - Teacher
Kimberlyn Oliver - Teacher

FOURTH GRADE TEAM

Callie Burks - Teacher
Michael Davis - Para
Jessica Lahman - Teacher

FIFTH GRADE TEAM

Annette Foster - Teacher
Jaylan Ashley - Para

TITLE 1 TEAM

Amy Messbarger - Grades 2/5
Stephanie Howard - Grades K/1
Alice Smith - Grades K/5

SPECIAL TEAM

Brandon Williams - PE and Health
Jess Davis - Violin and Art
Nikki Maxwell - Library and Technology

NME teachers, staff members and volunteers who have direct and consistent contact with children have completed a background check.

ADMISSIONS

NME is a private school supported by the Lozier Foundation and the William and Ruth Scott Family Foundation, which operates under the administration of the Head of School. NME admits scholars, kindergarten through fifth grade, at the discretion of the Head of School in accordance with the following prioritized:

1. All scholars enrolled who are in good standing.
2. Scholars who live within 1.5 miles of school.
3. Scholars who qualify for free/reduced lunch.
4. Scholars whose families commit to partnering in their child's education.

Scholars enrolling in NME for the first time, including Kindergarten, must present:

1. a certified birth certificate,
2. a health record which includes a history of vaccinations,
3. parent gift of time and talent form,
4. all forms and permissions presented at registration.

It is a state law that an official certificate of birth be presented to the school and a copy be put in the child's file within 30 days from the time of admission. Nebraska State Education guidelines dictate that a Kindergarten must be 5 years old, and first graders must be 6 years old before July 31. NME adheres to these guidelines and require the scholars to be of age before July 1.

New scholars and their parents requesting admission will participate in an interview before final registration can be completed. Registration forms are sent home in early spring in order to plan class membership for the coming school year. Forms are to be completed and returned by stated deadlines.

ARRIVAL AND DISMISSAL

The school day at NME begins at 8:00 and ends at 4:00. There is supervision on the school grounds before school in the morning starting at 6:30 a.m. The west door of the school opens at 6:30 a.m. and scholars may enter the building at that time. Scholars are tardy if they arrive after 8:00am. Children arriving late to school should be accompanied by an adult and stop at the office for a pass before being admitted to the classroom.

Regular school dismissal is at **3:30** for *kindergarten and 1st grade*, **3:40** for *2nd and 3rd grade*, and **3:45** for *4th and 5th grade*. Parents are encouraged to avoid removing scholars from school early. Medical, dental and other appointments should be scheduled on vacation days or after school.

Children who are not picked up within 10 minutes of dismissal will be automatically escorted to the after school program, Kids Can. Once a child is at Kids Can! the adult must park in a parking stall, come into the school and sign their scholar out with the Kids Can! Director. Parents are asked to call the school office before 3:00 p.m. if a delay in picking up a child is anticipated. This will help us in our efforts to keep your child safe and calm while awaiting your arrival. Please park in the SOUTH parking lot until dismissal. Families will be provided a “PICK UP CARD” to display as they pull in. Your child will be escorted to your car for you.

Children will not be released during the school day to anyone except the custodial parent unless permission is granted by the custodial parent. Any contacts by non-custodial parents with the child during the school day will be governed by the legally binding instrument or court order in effect unless the school has received permission from the custodial parent. Scholars leave the building at the end of the day through the west doors.

Please use caution and drive slowly for the safety of everyone. It is the responsibility of school parents to inform others who may be picking up children of these regulations.

ATTENDANCE AND TARDY POLICY 2019-2020

Regular attendance by the scholars at school is essential for scholars to obtain the maximum opportunities from the education program. Parents and scholars alike are encouraged to ensure an absence from school is a necessary absence. This policy will outline how the school will handle cases in which excessive absences are due to illness.

The attendance officer (Head of School) will investigate the report of any child who may be in violation of the state’s compulsory attendance statutes.

The attendance policy will refer to Satisfactory Attendance as missing 3, 6, 9 days or Absence of tardy, communication will occur between the family and school; At Risk Attendance: missing between 5-9% of school; Chronic Absence: missing 10% or more of school; Severe Chronic Absence; missing 15% of the school year and Habitually Chronic Absence: missing 15% year after year. Truancy: refers to being absent without permission. There will also be an intervention at 10 days of absence.

If any scholar attains At Risk Attendance status, the school shall render all services to address barriers to attendance; services will continue if scholars become Chronic Absence as well as Severe Chronic Absence.

The services shall include but are not limited to the following:

1. Verbal or written communication by school officials and/or the attendance team with the person or persons who have legal or actual charge or control of any child.
2. A meeting or meetings between at a minimum, the school counselor, school family liaison, the attendance team, the person who has legal or actual charge or control of the child, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - Medical or therapeutic actions related to physical illness or behavioral health issues of the child.
 - Educational evaluation to assist in determining the specific condition(s) contributing to the absenteeism problem, supplemented by specific efforts by the school attendance team to help remedy any condition diagnosed.
 - Investigation of the problem by the attendance team to identify conditions contributing to the excessive absenteeism problem. If services for the scholar and scholar's family are determined to be needed, the attendance team shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.
 - Family or individual counseling.
 - Assisting the family in working with other community services.

The attendance officer may report to the county attorney when a scholar becomes Severely Chronically Absent, more than 20 days, with documented efforts of the collaborative plan that had been created to reduce the barriers identified to improve regular attendance. The school will notify the child's family in writing prior to referring the child to the county attorney. Illness that make attendance impossible or impracticable shall not be the basis for referral to the county attorney. The county attorney may be involved at any stage in this process to address excessive absenteeism.

AUTHORIZED DISMISSAL FROM SCHOOL ATTENDANCE

A written request or advance phone call from the custodial parent or legal guardian is required for a scholar to leave school before time of dismissal. The request must clearly state reason(s) for leaving early. Because of the grave danger involved, NME shall never release scholars to strangers or callers without using necessary precautions.

ASBESTOS STATEMENT

In compliance with AHERA regulations we hereby notify you that: Asbestos containing materials do exist in the buildings designated as NME. These materials are kept in good repair. These areas undergo an inspection every three years. The operations and maintenance plan is

followed and the areas receive surveillance every 6 months. The official management plan is available for your inspection in the school office.

AWARDS AND HONOR ROLL

Scholars receive special recognition from the school through a variety of awards. Teachers and parents are expected to promote these awards as an encouragement and an incentive for special effort and achievement by the scholars. Recognition is given for academics, effort, citizenship, attendance and other achievements at ceremony every Monday morning and at the end of each marking period.

BOOKS AND LIBRARY

All textbooks and workbooks are provided that include folktales, biographies, poetry, fiction and other genres. The school asks that every effort be made to protect scholar books. **Scholars are individually responsible for lost or damaged books, including library books and must pay the replacement cost of these items if the books are damaged or lost. During 5th term, Scholars will visit the Omaha Public Library and be responsible for checking out and returning books.**

BULLYING/HARASSMENT

Nelson Mandela Elementary believes that all scholars have a right to a safe and healthy school environment. The school, home and community have an obligation to promote mutual respect, tolerance, and acceptance. Nelson Mandela Elementary will not tolerate behavior that infringes on the safety of any scholar. A scholar shall not intimidate, harass, or bully another scholar through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Nelson Mandela Elementary expects scholars and/or staff to immediately report incidents of bullying to the principal, counselor or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to scholars on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses Nelson Mandela Elementary will provide staff development training in bullying prevention and cultivate acceptance and understanding in all scholars and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their scholars in age-appropriate ways and should assure them that they need not endure any form of bullying. Scholars who bully are in violation of this policy and are subject to disciplinary action. Any scholar who engages in bullying may be subject to disciplinary action.

If the complainant scholar or the parent of the scholar feels that appropriate resolution of the investigation or complaint has not been reached, the scholar or the parent of the scholar should contact the principal. Nelson Mandela Elementary prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, scholars and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the scholar handbook.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

CAFETERIA

NME participates in the United States Department of Agriculture's school breakfast and lunch program. Scholars can be dropped off at 6:30a.m. and breakfast is served at 7:15a.m. to 7:55a.m. This enables our scholars to have a well-balanced breakfast and lunch each day. Breakfast and lunch will be provided to all scholars each day at no charge. Families are asked to complete the paperwork for the federal program. Scholars may also bring their lunch to school.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fas: (202) 690-7442; or
3. Email: program.intake@usda.gov

1. **Candy** and/or **pop** in **lunches** is **not allowed**. Scholars may not eat lunches prepared by commercial vendors during the school lunch period. Scholars remain in the cafeteria until they are dismissed by their teachers.

2. The lunchroom supervisors discourage any wastefulness of food and encourage scholars to try a wide variety of foods.

3. Lunch time is a time to eat and relax, but scholars must remember to do their part to make the cafeteria a pleasant place for others to enjoy their lunch. Scholars are expected to talk quietly and use appropriate table manners.

CHILD ABUSE REPORTING REQUIREMENTS

We care for the safety and well-being of all scholars, NME employees, through the Head of School, will notify Child Protective Service and Law Enforcement officials if they suspect a child has been subject to abuse or neglect.

COMMUNICATION

A weekly newsletter containing school announcements and scholar/parent information is sent home with the scholars every Monday. Throughout the school year short letters or notices of events are **sent home with your scholars in their folder**. Please make every effort to look for this folder and encourage your child to give you all communications from the school as well as from his/her teacher. Information via email is sent to families regularly to provide reminders and pass along additional information as needed. The NME website and calendar also have timely

and relevant information. The NME Facebook page has weekly reminders and press items. Teachers use Class DOJO for daily communication purposes.

COUNSELING SERVICES

NME has a counselor, Mrs. Wells, Monday - Friday, from 8:00-4:00 and by appointment. Her role is to support scholars and families. NME also offers counseling services on a part time basis through a partnership with Project Harmony. The counselors are licensed, professional mental health practitioners who works with children and families on behavioral and systemic issues. Parent requests for counseling should be directed through the Head of School. Counseling services consist of visiting individually with scholars, small groups, working with teachers to meet scholar needs, meeting with parents and collaborating with community agencies when necessary. Services are provided to NME families through a partnership with Project Harmony.

CURRICULUM

NME maintains a high quality curriculum of study which includes: Singapore Math, Spalding Reading, Literature, Spelling and Handwriting, Science, Social Studies, Physical Education, Music, Art, Library Skills, Health and Life Skills. Curriculum guides for review of specific subject areas are available in the office

DRESS CODE

NME has established a uniform and a dress code policy. It is the responsibility of the school professionals to enforce the policy. Parents are asked to reinforce the guidelines of the established dress code and encourage proper grooming habits for their children.

The dress code at NME serves several purposes:

1. to promote a sense of community and pride within our school and individual scholars;
2. to provide a means for a child to associate dress with behavior;
3. to create an environment of uniformity and safety for all scholars;
4. to reduce clothing expenditures.

The dress shall be:

1. All scholars will wear the NME polo.
2. Khaki pants or shorts; no pockets on the outside of the pants or shorts.
3. Girls may wear khaki skorts through the approved vendor.

4. Black cardigans (with logo).
5. Closed toe and heel shoes.
6. White or black tights may be worn under skorts and skirts all year.
7. Summer attire will be the same except for 5th term t-shirts.
8. Black or white socks.
9. Undershirts must be white or black.
10. Mandela Hoodie

If there is a uniform violation parents will receive a warning to fix the violation. After 3 warnings of the same violation the scholar will receive the correct uniform and parents will be charged for the uniform replacement. If you need any additional uniforms please contact our Administrative Assistant, Stacy Hudson and fill out an order form. You will receive the uniform upon payment.

DRILLS

FIRE DRILL

Detailed escape plans are posted in each classroom and the children practice with their teacher before an actual drill is planned. Two rules are followed: walk to the planned exit and remain silent during the drill. These drills are important for the safety and well-being of all children.

DISASTER DRILL

The warning signal is five intermittent buzzer sounds. Silence and order must be maintained during a disaster drill. Detailed escape routes for both fire and disaster situations are posted in each classroom.

LOCKDOWN DRILL

We will practice lockdown drill so that we are prepared to respond to a crisis in the neighborhood or the school. These are at the recommendation of the Omaha Police Department. We will prepare the scholars and notify you in advance of the drills.

STANDARD RESPONSE PROTOCOL



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



LOCKOUT
GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE
TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER
FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



DRUGS, ALCOHOL, AND TOBACCO

NME is bound by the laws of Nebraska regarding the use of alcohol, tobacco, and illegal drugs. State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look-a-like pills of any type, alcohol, tobacco, or possession of drug related paraphernalia anywhere on school property or at any school-sponsored activity. The school may suspend or expel a scholar for engaging in such activity. Legal authorities (police) will be notified. If a chemical dependency evaluation is recommended, a scholar and parent or guardian must comply with the request for an evaluation and school access to the results, or expulsion will automatically be sought. If the evaluation recommends specific steps to be taken, the scholar and parent or guardian must comply with those recommendations in order for the scholar to remain at NME.

EMERGENCY INFORMATION

In case of emergency each scholar is required to have on file at the school office the following information:

1. Parent or guardian name.
2. Complete and current address.
3. Home phone and parent/guardian work phone.
4. Emergency phone number of a friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

Parents must keep the school office informed regarding any changes in this information throughout the school year. Failure to do this prevents an immediate response to emergency needs of your children.

ENGAGEMENT HOURS

All scholars are admitted with the requirement the family will complete 20 hours of engagement by the end of the fifth term. Signing into the Sign-Up Genius allows for sign-ups and electronic reminders.

EVALUATION

Omaha Program Evaluation Services evaluate our program for continuous improvement. This means we use external evaluators to assess children's learning and development, complete teacher ratings of children's progress, observe teachers and provide feedback on teaching practices, use surveys with staff and families, and look for ways to make services to children and families better. If you would like more information about the evaluation process, please contact your Site Director, the Executive Director, or our external evaluator, Dr. Lisa St.Clair of Omaha Program Evaluation Services at Lstclair@omahaeval.org or (402) 677-2684.

Nelson Mandela Elementary School values rigorous program evaluation of its delivery of high-quality elementary education.

Therefore, all scholars attending NME will be assessed regularly throughout the year and parents will be invited to rate NME and offer suggestions of its strengths and opportunities for improvement. Scholar assessment includes, but not limited to academic achievement, social emotional strengths, executive functioning (paying attention, using self-control, making friends), musical skills and engagement in school. Results about scholar progress are shared with parents informally throughout the year and formally during parent-teacher conferences.

FIELD TRIPS

Field trips are taken to enhance scholars' educational experience in a setting outside the classroom. Parents or guardians are asked to sign and return the required **Field Trip Permission form** before their child is permitted to participate in a class or group field trip. These are sent home with the child several days before the trip is scheduled to occur. It is school policy that no scholar may leave school property without such written permission. Verbal permissions and written notes on paper other than the school's official form, cannot be accepted. Regular trips to Metro Community College have a blanket permission form that was signed during the registration process. A blanket permission form is also signed for all fifth term field trips.

GRADE REPORTS

The school's curriculum guides identify the knowledge and skills that scholars are expected to master and teachers provide instructional experiences to assist the scholars in such mastery. Teachers assess each scholar's level of performance on annual nationally accepted tests that measure our children's performance to other students nation-wide and encourage each scholar to achieve to the maximum of his or her potential. Teachers also know that diligence and self-discipline are essential to academic success and the full realization of each scholar's potential. Parents who expect diligence and self-discipline of their scholars, who require development of good study habits, well-done assignments, and supplementary reading, greatly enable the academic achievement of their child.

Parent/Teacher conferences are held at the end of the first grading period, in the middle of third grading period and the end of the fourth grading period. **There are required and must be held at a different time if the regularly scheduled conference date is a conflict.**

Parent-Teacher conferences, however, may be held at any time during the school year at the request of the parents and/or teachers. Call the school office (402-991-1444) to make arrangements for such a conference.

Non-custodial parents may attend regularly scheduled teacher conferences and/or obtain a copy of any records of conferences unless the non-custodial parent is restricted by a legally binding instrument or court order. At the discretion of the Head of School, if either parent requests separate teacher conferences, arrangements will be made to accommodate such requests for the purpose of discussing scholar performance.

Scholars' cumulative records, containing grades, absence and tardy reports and standardized test results are kept in the school office. The school grants right of access to custodial and non-custodial parents in the same way unless a legally binding document has been received regarding the non-custodial parent that dictates otherwise. Transcripts needed at the time a scholar transfers from school or graduates are sent by the school office when requested.

HOMEWORK

The educators at NME assign homework appropriate to the grade level of the scholar. Homework provides practice that reinforces classroom learning, as well as opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the scholars to work and by seeing that assignments are completed. Parents should review their scholar's homework folder daily.

INTERNET ACCEPTABLE USE POLICY

Recognizing the need for individuals to develop search and discernment skills in regards to digital information and communication technologies, NME is providing access to digital equipment and filtered Internet for all scholars. To ensure all scholars receive the full educational value from this opportunity, the following guidelines have been set:

1. Internet sites visited can not contain any objectionable or inappropriate material. Judgment of content is made by the adult in charge. If a scholar should accidentally enter a site with inappropriate material, they must exit the site and inform the instructor or person supervising them of the problem.
2. Any scholar who chooses to use the digital equipment and/or Internet to transmit or view unauthorized information or attempts unauthorized access, including hacking, accessing another person's documents and other unlawful activities, forfeits the use of the equipment for a

minimum of one term. Parents/guardians are notified. Offenses result in disciplinary action that may include permanent loss of Internet privileges.

3. Scholars will follow all copyright laws. Plagiarism will be treated as a serious offense and scholars will forfeit Internet access for a minimum of one term.

4. Scholars may transfer documents, photos and digital media to and from school and home through CDs, flash drives, or email. Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored or created on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

5. Social networking sites may be made available to scholars for instructional and educational purposes. Parents will be notified prior to usage and given instructions for joining the social networking site if they choose.

6. MP3 players, cell phones, electronic devices and cameras brought from home should be left in backpacks during the day unless they are being used for a specific school project. The school accepts no responsibility for lost or damaged items.

7. All digital products are the property of the school. The content may be used in web pages and for publicity purposes. ***Web pages designed and posted by the school staff and scholars will never have the scholar's full name. The school Facebook site may include pictures of classes and activities. Pictures will not be labeled or tagged with scholar's name.***

LIBRARY MATERIALS SELECTION POLICY

Each scholar, through multiple activities designed to develop library skills, proper library etiquette and knowledge of how to utilize various media, will develop an appreciation of literature, reading, and writing through multiple activities. *If a concern arises about a book in our collection, a form may be submitted for review by the library book section. The form is available on our website or from the librarian.

LOST AND FOUND

A "lost and found" is located in the cafeteria. Scholars are asked to check there when items are missing. Parents are also encouraged to come in and check for any lost clothing or personal items. All remaining items left in "Lost and Found" are donated at the end of December and May. Please label all uniform items and jackets so that they may be returned more quickly.

MEDICATION ADMINISTRATION AND HEALTH SERVICES

Medication Administration Policy

The following guidelines are the recommended policy and procedures for distribution of medication to scholars during the school day taken from the State Department of Education and the State Health Department.

Any scholar requiring medication during school hours shall comply with the school's medication policy and procedures outlined below. A **written** physician's order and parental permission must be provided by the parent/guardian when a scholar must receive medication at school.

Parents who wish scholars to receive medications at school will consult with the Head of School to make arrangements and comply with the school's policies. The school administrator retains the discretion to reject requests for administration of medicine and/or medical treatment.

Physicians should be consulted regarding the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.

NME is not staffed with a full-time registered nurse and legally medication cannot be given without verbal or written permission from a physician.

When a scholar must take medication during school hours the following guidelines will be applied:

1. The parent/guardian shall provide a written, signed, and dated permission statement requesting medication be administered during school hours. This form is available in the school office.
2. A current, signed physician's order must be provided by the parent/guardian. In the case of a short term prescription medication (i.e. an antibiotic) a currently dated prescription bottle detailing instructions may serve as the physician's order.
3. Medication must be brought to school in its original container. Prescribed medication must be labeled with the scholar's name, date prescribed, name of medication, dosage and time medication is to be taken, and physician's name. *Pharmacies can divide prescription into two bottles – one for school and one for home.
4. It is the parent/guardian's responsibility to see that the medication arrives at school safely. **All prescription and nonprescription medication that a child needs to take during the day should be brought to the school office and dispensed by office personnel.**
5. Medications are given by a member of the school personnel selected by the Head of School and instructed in the appropriate methods of administering medications.
6. Over the counter medication (i.e. aspirin, non-aspirin pain relievers, cold tablets, cough drops, anti-acid tablets, etc.) cannot be administered without written permission from a

parent/guardian. It must arrive at school in an original container accompanied by written instructions regarding dosage, date, and time the medication should be taken.

7. All medication is stored in a locked cabinet. NME reserves the right to limit the amount of medication stored at school.

8. CSM assists in teaching proper medication administration techniques, benefits and side effects of medication.

9. A written record is kept of all medication administered during the school day.

10. All medications not picked up will be properly disposed of at the end of the school year or when the scholar is no longer enrolled in the school.

Emergency Response Policy Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

NME has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol mandated by the Nebraska Board of Education in Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY scholar or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

Health Services

NME partners with College of St. Mary's for health care services. Health services provided by NME beyond those mandated by State Law are subject to time and budget constraints.

Nebraska law requires that all school children be immunized against the diseases of rubella, measles, diphtheria, whooping cough, tetanus, mumps, polio (DPT) and chicken pox. Scholars must be immunized before entering any public, private or parochial schools, and a record of immunization must be on the permanent health records of the scholar's cumulative school record. Current health records must be maintained by the school office; the school nurse or school health chairperson may periodically request updated information to revise your child's health record.

All scholars entering kindergarten or entering from out of state must, by Nebraska law, have a physical examination. Forms are available at the school office. Mandatory screening for vision, hearing, weight and height is completed each year in cooperation with the CSM School of Nursing. Recommendation for further examination or follow up is made to parents/guardians of

children who show a need. Special screening procedures, such as scoliosis screening, are set up according to the needs of the children. Parents will be notified in advance when these procedures are to be held.

The following communicable diseases require exclusion from school, but do not require a written note from a physician:

1. Chicken pox (scholar shouldn't return to school until at least 6 days after eruption).
2. German measles (scholar shouldn't return to school until at least 5 days after the rash appears).
3. Mumps (scholar shouldn't return to school until at least 9 days after the swelling appears and until all swelling is gone).
4. All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school.

If your child has a sore throat, earache, discharge from the nose, skin rash, skin eruptions, eye infection or elevated temperature of 100 degrees or more, he or she should be kept home. **If a child becomes ill or complains of consistent discomfort during the school day, the following steps are taken.**

1. The school will call the parent/guardian at home or workplace. **PLEASE KEEP YOUR EMERGENCY PHONE NUMBER UP-TO-DATE SO THAT THERE IS NO DELAY IN PROVIDING THE PROPER CARE FOR A CHILD.**
2. Parents/Guardians or designated emergency contact individual will indicate whether the child is to walk home or will be picked up at school.
3. If the child walks home, the parents are asked to phone the school office upon the child's arrival at home.

To be excused from Physical Education class, a written request from the parent or guardian is required. In cases of frequent or prolonged absences from physical education, the school requires a current, written recommendation from a physician.

Emergency Medication Administration Policy

NME, will implement an emergency treatment plan, known as a protocol, anytime a scholar or Team member experiences a life-threatening asthma attack or systemic allergic reaction. Information must be updated prior to the start of each school year. Protocol (Implemented by the trained school nurse or medication aid):

1. Call 911 first
2. EpiPen injection is given
3. Albuterol is provided through a nebulizer

The above medication can be obtained from a vendor of the school's choice. Parents must provide the following information to the school staff for scholars having a known allergic condition or asthma:

1. Written medical documentation
2. Instructions
3. Medications as directed by a physician

Healthy School Environment/Wellness Policy

NME recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum scholar potential.

Nutrition Education: The primary goal of nutrition education is to influence scholars' eating behaviors. NME will promote nutrition education throughout a scholars' educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

Physical Activity: The primary goals are to offer opportunities for scholars to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well-being. NME will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a scholars' educational program.

Nutrition Standards: Scholars' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards.

Other School-Based Activities: Schools are encouraged to promote school environments which provide consistent wellness messages that are conducive to healthy eating and being physically active.

State of Nebraska Health Regulations

NME will utilize the current edition of the state of Nebraska health regulations for schools and implement those applicable to private schools (See Title 92 – Nebraska Department of Education, Chapter 59 – Regulations for School Health and Safety).

Scholar Health Records

Health records as mandated by the state, will be kept for every child. These records will be sent to the next school upon the scholar's transfer.

Scholar Immunization

All scholars are required to have the immunizations mandated by state law. According to state law, each school is required to keep the immunization history of the scholars enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

1. An immunization record showing that the child is protected by age-appropriate Immunizations.
2. A statement signed by a physician that the required immunization would be injurious to the scholar or members of the scholar's family or household.
3. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the scholar is a member.

Scholar Medications

Parents of scholars who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms regarding dispensation of such medication to their child(ren). School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication either must be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. This policy applies to all medication, both prescription and over-the-counter medication. Schools will fulfill State of Nebraska laws and regulations governing dispensation of medications by unlicensed persons.

Policy on Self-Administration of Diabetic Condition at School During School-Related Activities

Occasionally, a scholar's parent or guardian will request that the scholar be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the scholar's parent or guardian that the scholar be allowed to self-manage his or her diabetic condition.
2. Develop, with the scholar's parent or guardian, along with the scholar's physician, a diabetes medical management plan for the scholar for the current school year.
 - a. Identify the health care services the scholar may receive at school relating to such condition;
 - b. Evaluate the scholar's understanding of and ability to self-manage his or her diabetic condition;
 - c. Permit regular monitoring of the scholar's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
 - d. Be signed by the scholar's parent or guardian and the physician responsible for treatment of the scholar's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The scholar's parent or guardian must sign the attached Release and Indemnification form before the scholar is allowed to self-administer his or her diabetic condition.
5. Once the medical management plan is in place, the scholar shall be allowed to self-manage his or her diabetic condition on school grounds, during any school-related activity, or in any private location specified in the plan.
6. If the school determines that the scholar has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the scholar from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the scholar's self-management. In addition, the scholar may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the scholar.

RELEASE AND INDEMNIFICATION AGREEMENT

(Self-Administration of Diabetic Condition)

Name of Parent or Guardian

Hereby acknowledge that _____

Name of School

(including school’s employees and agents) is not liable for any injury or death arising out of the self-management by _____ of his/her

Name of Scholar

diabetic condition and I _____ hereby

Name of Parent or Guardian

indemnify and hold _____ (including

Name of School

its employees and agents) from any claim arising from the scholar’s self- management. In the event that _____ injures school

Name of Scholar

Personnel or another scholar as a result of (name of Scholar) misuse of the prescription asthma or anaphylaxis medication or related medical supplies, the undersigned shall be responsible for any and all costs associated with the injury.

Date/Parent or Guardian

NONDISCRIMINATION STATEMENT

NME expressly prohibits any form of unlawful discrimination based on race, color, religion, sex, sexual orientation, national origin, age, or disability

PARENTAL DISAGREEMENT WITH SCHOOL PROGRAMS AND ACTIVITIES

NME parents are always kept informed regarding the educational programs and activities offered at school for their children. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns with the administration. If parents are seriously dissatisfied with an aspect of the school's programs or activities that have been approved by NME as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, the administrator and the Board will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

PARTIES

Classroom parties are held at the discretion and direction of the classroom teacher. Designated parent volunteers may provide treats for these parties. **It is requested that birthday treats be limited to simple snacks that are individually wrapped and healthy. We suggest, popcorn, fruits, vegetables, fruit snacks, granola bars or other healthy options. Beverages of any type are prohibited.**

RESOLUTION OF PARENT CONCERNS

Parents/guardians are asked to contact the appropriate teacher about any concerns they have regarding their children or their children's education. If their concerns are not resolved through discussion with the teacher, the Head of School will meet with parents/guardians and teacher to assist in resolution of the concern.

Concerns are most effectively addressed and resolved when both parties to the concern speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are always

encouraged to be sensitive to and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher's role as an authority essential to effective instruction of groups of scholars.

The Head of School is responsible for the day-to-day operations of the school, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns. In the event that a parent feels that his/her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals, and objectives of the school, he or she may request further discussion with the Board Chair.

BALANCED ASSESSMENT PLAN

A balanced assessment plan serves to measure scholar achievement, to provide information for the improvement of teaching and learning, and to monitor the effectiveness of NME curriculum and instructional programs. Types of assessments:

Norm-referenced

Assessments are required for all scholars at grades 3 and 5. Annual whole grade norm-referenced assessment is completed in the fall of the school year and fulfills the requirements set forth by the Nebraska Department of Education Rule 10 and Rule 14. NME administers the Woodcock Johnson to all scholars in the Fall and Spring.

Growth-focused

NME utilizes the MAP (Measurement of Academic Progress) three times a year to plan specific instruction for each scholar.

On-Going Classroom Formative Process

Formative assessment is a planned process in which teachers or scholars use assessment-based evidence to adjust teaching and learning. Such adjustments are an indispensable element of a balanced assessment plan to improve scholar learning. Teachers will integrate this on-going process including all types of classroom observations and assessments.

Reporting Results

As required by Rule 10 and Rule 14, NME will report results of the norm-referenced assessment results to their local governing board.

CONFIDENTIALITY OF SCHOLAR RECORDS

Parents and non-custodial parents have the right to see the educational records of their children. Upon request, parents may view the records in the presence of the principal or his/her designate. Parents have the right to request removal of material, and if such request is denied, to add their own written statements in the record.

All requests to review records should be made in writing at least 48 hours in advance of the review.

COOPERATION AND OTHER GOVERNMENTAL AGENTS REQUESTING ACCESS TO SCHOLARS

In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a scholar, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a scholar shall inform the Head of School and state the nature of the inquiry or investigation.
2. Scholar Interviews. In cases where Law Enforcement Personnel wish to interview a scholar, the Head of School shall make the scholar available and provide the Interviewing Officer a room where the scholar may be interviewed. The scholar's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Head of School (or designee) shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. Notification.
 - a. Parental Notification. In all cases where a scholar is interviewed by Law Enforcement Personnel without the knowledge of the scholar's parent or legal guardian, the Head of School shall immediately contact the scholar's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.
 - b. In all cases where a scholar is taken into custody and removed from school premises, the Head of School shall promptly notify the scholar's parent or legal guardian.

- c. In all cases where a scholar is interviewed or apprehended, the Head of School shall notify the President of the Board of the incident and the procedures followed by the school.
4. Documentation.
 - a. In all cases where Law Enforcement Personnel have interviewed a scholar or taken a scholar into custody, the Head of School shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

MEDIA ACCESS TO SCHOLARS

Media representatives will be allowed to interview scholars at school only with the written permission of the parents. Pictures and filming of scholars can be used with written parental permission is obtained at registration.

PARENT CUSTODY PROCEDURES

Parent handbooks will include information concerning the rights and procedures to be observed regarding custodial, non-custodial and/or legal guardians of scholars. Schools will obtain a copy of the custody section of the divorce decree when necessary to determine the legal custody arrangement.

RELEASE OF SCHOLAR INFORMATION

The Head of School is the only school official who can authorize release of directory information to outside parties. Scholar and parent names, addresses and phone numbers are printed in the scholar directory which is distributed to all school families. Parents who do not wish their directory information published must notify the Head of School in writing prior to the beginning of the school year.

SPECIAL EDUCATION POLICY

Recognizing that individual differences exist among scholars, reasonable adjustments and accommodations will be made to help scholars develop skills affecting academic growth. When developmental delays (and behavioral impairments) exist to the degree that school adaptation is difficult, the school administrator, after consultation with parents, will initiate a referral to the appropriate agency or resource.

After diagnosis by qualified persons, suggestions for helping the scholar will be implemented by support personnel in the school. If this assistance does not result in significant progress within a

specified time, the school administrator will assist parents in locating a more helpful educational situation for the scholar.

SCHOOL CALENDAR

The school administrator will develop an annual calendar that:

1. Provides an optimum number of instructional days in recognition of the direct correlation between instructional time and scholar learning;
2. Fulfills, as minimum, state and applicable accrediting agency requirements;
3. Gives priority to number of instructional days regardless of length of the school day;
4. Includes staff development days and holidays.

SCHOLAR FILES

NME complies with the provisions of the “Buckley Amendment”. Official scholar files will contain only:

1. Academic transcript
2. Attendance record
3. Records of educational or related testing
4. Emergency information
5. Required health information

All information contained in the official scholar file should be factual and not observational.

SCHOOL PICTURES

NME contracts annually to have scholar pictures taken. All scholars, faculty, and parents/guardians have their pictures taken. Parents are welcome to bring younger siblings of scholars at a specified time to be determined by the school.

SMOKE-FREE BUILDING

All buildings and grounds on the NME campus are smoke-free.

SPECIAL SERVICES AVAILABLE

Certain services including Speech/Language Therapy and Occupational Therapy will be available at NME. Title I Reading and/or Math; Audiology testing; and Psychological Academic testing are available to scholars at NME through the Omaha Public Schools. The OPS policy is that a parent or guardian who requests such a service should get the necessary forms from our school office and submit them through us so that eligibility can be determined.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are scholar guidelines for achieving good study habits:

1. Come to school prepared with pencil (pen), paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule a time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

TRAFFIC FLOW ON CAMPUS

With the assistance of parents and keeping the safety of our scholars as a primary objective, the administration has adopted several parking and driving policies for the NME campus. Before school (6:30 - 7:55 a.m.) and at dismissal (3:30 – 4:00 p.m.), when picking up a child from school, parents or designated drivers will need to park in the south or west parking lots. The 3rd and 5th grade classes will dismiss from the parking lot South of Curtis Street. Before school, adults are asked to walk to the west doors of the school to drop off their children. A parent or designated adult should be responsible for escorting children through the parking area to the school. All scholars are dismissed through the west doors of the school. Parents will pull up to the entrance and display their child pick up card. Children will be escorted to your car. While this may pose some inconvenience for adults, it is in the interest of safety for our children that we ask this process to be followed.

UNAUTHORIZED ARTICLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, scholars should not bring toys, candy, games, money, or electronic devices to school. **Such items may be removed from the scholar's possession if deemed a distraction to the classroom learning environment.**

VALUABLES

The school authorities and staff cannot be responsible for valuables which scholars bring to school. It is recommended that scholars leave all valuables at home. If special circumstances make it necessary for a scholar to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them in the school office.

VANDALISM

Our school building and school equipment is school property. Willfully damaging or destroying this property is cause for an immediate meeting. The school requires that vandal damage be paid for before a scholar is allowed to return to class, or arrangements have been made for payment with school authorities. Any scholar writing on desks or walls, who has lost or damaged books, or has damaged any part of the building or items belonging to the school shall be responsible to pay for damages or replacement.

VISITORS AND GUESTS

All Visitors and parents must report to the school office upon entering the building. The doors are kept locked during the day for the protection of the children and staff. Please use the west door from the west parking lot for entry and departure from school during the day. Visitors must ring the doorbell and identify themselves before the door will be automatically released to enter the building. Parents and guardians will have an identification badge that should be worn while in the building. Car keys or another valuable must be left at the desk in exchange for a visitor badge. The badge should be left at the office upon departure. **Scholars must have prior, written approval from their parent, and the permission of their teacher and Head of School before bringing a guest to school for any part of the school day.**

VOLUNTEERS

Volunteers play an important role in our school programs. All volunteers who work directly with scholars should remember to respect the privacy of these scholars. Events witnessed while volunteering in a classroom or with individual scholars should never be the topic of general discussions with friends or acquaintances. If a concern is raised due to something a volunteer witnesses, the volunteer should go directly to the teacher responsible for the activity or the Head of School to discuss the matter. It is essential for the smooth operation of the school that volunteers cooperate fully with the administration and faculty when carrying out any duties related to the volunteer's school activities.

Volunteers are considered extensions of the professional staff at NME. Professional and appropriate behavior and dress is expected of all who assist us in our education of children. All volunteers who have direct and regular contact with scholars are required to complete a background check.

WEATHER CANCELLATION OF SCHOOL

If severe weather develops during the school day, listen to the local T.V. and radio stations for an announcement that OPS schools are closing. If OPS schools are closing, so is NME. Parents are requested, under these circumstances, to sign out in the school office when picking up their children. Scholars who do not have signed permission slips on file at the office giving them permission to walk home in the event of an early dismissal, will be kept at school.

If no closing announcement is broadcast, school will be in session. PARENTS ALWAYS HAVE THE OPTION OF NOT SENDING CHILDREN TO SCHOOL ON A DAY WHEN INCLEMENT WEATHER IS DEVELOPING OR HAS BEEN FORECAST. Such absences are treated as any other absence, under the guidelines and policies stated in the handbook. In the event that a tornado warning (not a watch and the tornado or civil defense sirens are blowing or have already done so and the all-clear has not sounded) is in effect, during a regular dismissal time, scholars will be retained in the basement of the school until it is deemed safe for them to leave.

WEAPONS POLICY

State laws and school policy strictly prohibit the possession of any weapon judged to be harmful or dangerous to the person or others on school property. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black jacks, unauthorized tools, fireworks, explosives or other chemicals. An ordinary object utilized in a harmful manner is also prohibited. Any scholar who violates this rule will be immediately suspended from school and referred to the appropriate authorities. Further disciplinary action will be taken after consultation with parents and school authorities. Parents, guardians and guests are also prohibited from having these weapons on campus.

WITHDRAWAL FROM SCHOOL – PARENT REQUEST

A letter of withdrawal should be written by the parent, informing the teacher and the administration, of any scholar who is withdrawing from NME. Teachers and staff will summarize the scholar's progress and prepare the scholar's file for forwarding to their next school of enrollment.

WITHDRAWAL FROM SCHOOL – ADMINISTRATION

NME strives to provide the best learning environment for all scholars. We understand that as a private school, **we may not have all the resources necessary to best address the learning needs of all children.** The administration may determine, after open communication and systemic dialogue with the family, that NME is not in the best interest of the scholar and work with the family to determine the best placement.

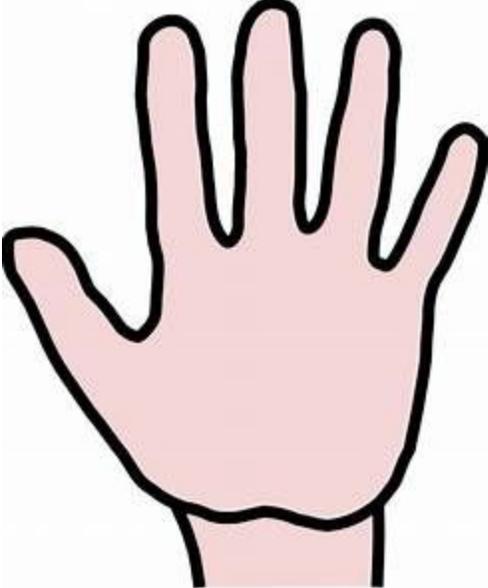
USE OF SCHOOL BUILDING

Due to liability concerns, Nelson Mandela Elementary will not loan, rent or lease space in the school to outside entities.

BEHAVIOR MANAGEMENT PLAN

At Nelson Mandela Elementary, we strive to assist our scholars in developing positive relationships through consistent dialogue, practice and direct instruction in our expectations. We strive to use positive redirection, set attainable goals, and work closely between the scholar and the home to create a safe and respectful relationship.

We have adopted a “Take 5” Model that we encourage parents and guardians to use at home to keep school and home consistent.

	<p>Step 1: SUPPORT</p> <p>Make a statement of support recognizing something positive about the scholar.</p> <p>Step 2: EXPECTATION</p> <p>State the expectation for behavior. Be specific.</p> <p>Step 3: BREAKDOWN</p> <p>Break down the expectation into smaller pieces that the child can understand.</p> <p>Step 4: Benefit</p> <p>Discuss how/why following this expectation will benefit the child personally.</p> <p>Step 5: CLOSURE</p> <p>Ask the child how he or she can fix it and what help is needed to make that happen.</p>
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It is important to ALWAYS begin with the statement of support. It is also important that the child create the closure. The emphasis of this system is to encourage children to own their behavior and then control it independently.

If a child creates a closure, and then has a difficult time following through on fixing the problem, then he or she will come to the office to have think time to create a better solution, or to get help from the administration. The Leveled Behavior Plan may be implemented at this time.

Level 1 Interventions & Responses

<p>LEVEL 1 Interventions & Responses</p> <p>This list of interventions is not intended to be exhaustive. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific scholar under the specific circumstances.</p>	<p>Level 1 interventions aim to teach alternative behavior so scholars can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies.</p> <ul style="list-style-type: none"> - Parent/guardian conference or contact made - Parent/guardian accompany scholar to school - Implementation of classroom Positive Behavior Support - Expectations established and taught - Positive rapport/relationship - Reteaching, prompting, feedback - Effective classroom supervision - Collaborative Problem Solving - Verbal correction - Written reflection or apology - Seat change - Behavior card - Inclass timeout - Establish Buddy Teacher/Classroom system - Positive referral - Loss of classroom privileges - Teacher or scholar conference - Lunch Detention - Skills teaching/Social Emotional Learning
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<p>Level 1 interventions aim to teach alternative behavior so scholars can learn and demonstrate safe, respectful, and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p>Level 2 interventions often involve support staff, both school based and within the community, and/or the administrator. These interventions aim to increase the scholar’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p>Level 3 violations may involve the short-term removal of a scholar from the school environment due to the severity of the behavior. The duration of the removal, if issued, is to be limited as much as possible while adequately addressing the behavior. In case of repeated need for removal, an assistance plan (BIP, SAT) should be developed.</p>	<p>Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of the scholar from the school environment due to the severity of the behavior. Such violations may involve the removal of the scholar from Nelson Mandela so that the scholar may find a place that will provide additional structure to support behavior</p>

Level 1 Violations	1	2	3	4	Mandatory
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						Response
Cheating or Plagiarizing Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas or writings of another person	*	*				
Classroom Disruption/Other Behavior Disruptive to the School Environment	*	*				
Disrespectful to Adults/Others Using words or actions that are impolite or indicate a lack of respect or courtesy	*	*				
Engaging in Verbal Conflict Disrupting the school environment by engaging in a loud argument that includes disparaging comments or discussions of potential physical conflict	*	*				
Insubordination Refusal to comply with the instructions of school staff	*	*				
Inappropriate Language Using inappropriate words or topics of conversation in school	*					

Repeated Violations

Concerning a violation at any level, it may be relevant that the scholar has committed the same or similar violation multiple times during the same school year. In such case, Repeated Violations will not be used as a primary violation or alone. There may be instances of repeated violations that warrant a higher level of response than indicated in this **Code**.

A note regarding level of response:

When determining the level of response to violation of the **Code of Conduct**, school staff will consider the age of the scholar, the scholar's intent, the severity of the circumstances, the level of disruption to the school environment (either during or after the violation), the repeated nature of the situation (if applicable), and any other mitigating or aggravating factors. School response will not necessarily begin at the lowest level indicated for a first offense.

Level 2 Interventions & Responses

<p>LEVEL 2 Interventions & Responses This list of interventions is not intended to be exhaustive. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific scholar under the specific circumstances.</p>	<p>Level 2 interventions often involve support staff, both school based and within the community, and/or the administrator. These interventions aim to increase the scholar’s skills, positive view of schooling, and positive experiences at the school so that misbehavior is less likely to continue or escalate.</p> <p>Removal from school may be applied due to the severity or chronic nature of an individual circumstance. In cases of multiple removals, an assistance plan (BIP, SAT) should be developed.</p> <p>Interventions for Level 2 Violations may include:</p> <ul style="list-style-type: none"> - Level 1 Interventions - Parent or guardian collaboration (a parent meeting is a mandatory element of response to chronic Level 2 misbehavior) - School or Community Counselor support - Change in schedule or class - House call - Social Worker involvement - Mentoring - Peer mediation - After school program - Service to school/ Service to community - Conflict resolution - Loss of school privileges - Referral to community agency - After School detention - Parenting classes
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<p>Level 1 interventions aim to teach alternative behavior so scholars can learn and demonstrate safe, respectful, and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p>Level 2 interventions often involve support staff, both school based and within the community, and/or the administrator. These interventions aim to increase the scholar’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p>Level 3 violations may involve the short-term removal of a scholar from the school environment due to the severity of the behavior. The duration of the removal, if issued, is to be limited as much as possible while adequately addressing the behavior. In case of repeated need for removal, an assistance plan (BIP, SAT) should be developed.</p>	<p>Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of the scholar from the school environment due to the severity of the behavior. Such violations may involve the removal of the scholar from Nelson Mandela so that the scholar may find a place that will provide additional structure to support behavior.</p>

Level 2 Violations	1	2	3	4	Mandatory Response
<p>Absence or Tardiness, Excessive In accordance with Scholar Attendance Policy school staff will intervene when a pattern of attendance emerges that is concerning or seems counter to the scholar’s continued school success</p>	*	*			There will be no suspension for Truancy.
<p>Bus Misconduct Activity on the bus is unsafe; refusal to follow directions of the driver or aide.</p>	*	*			
<p>Fighting, Less Serious Mutual physical combat that does not result in injury or a substantial disruption to the school environment, other than the disruption of the fight itself.</p>		*	*		
<p>Misuse of Computers or Network Creation or access of inappropriate material, vandalizing, gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other noneducational purpose.</p>	*	*	*		
<p>Possession of Obscene or Pornographic Literature, Materials, or Electronic Devices The possessing, taking, dissemination, transferring, or sharing of obscene, pornographic lewd, or otherwise illegal images or photographs, whether electronic data transfer or otherwise.</p>		*	*		
<p>Reckless Behavior Resulting in Personal Injury Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk.</p>		*	*		
<p>Refusal to Cooperate with School Administrative Staff A scholar has already been sent to the office for misbehavior, continues to fail to comply with directions from staff.</p>		*	*		
<p>Verbal or Written Abuse to Staff, Nonthreatening Language or behavior that is disrespectful and/or disrespectful to a staff member.</p>	*	*			
<p>Vulgarity/Profanity Written or oral language that is disgusting and /or repulsive, but does not constitute harassment</p>	*	*			

Level 3 Interventions and Responses

<p>LEVEL 3 Interventions & Responses</p> <p>This list of interventions is not intended to be exhaustive. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific scholar under the specific circumstances.</p>	<p>Level 3 violations may involve the shortterm removal of a scholar from the school environment due to the severity of the behavior. The duration of the shortterm suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In case of repeated need for shortterm suspension, an assistance plan (BIP,SAT) should be developed. Interventions for Level 3 Violations may include:</p> <ul style="list-style-type: none"> - Interventions from all previous levels - Parent or guardian collaboration (Parent meeting may be required upon reentry from a suspension) - Plan of assistance (BIP, SAT, BIST) - Restitution - Restorative Practices strategies, including school and community service - Communication with law enforcement (as needed) - Parenting classes
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<p>Level 1 interventions aim to teach alternative behavior so scholars can learn and demonstrate safe, respectful, and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p>Level 2 interventions often involve support staff, both school based and within the community, and/or the administrator. These interventions aim to increase the scholar’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p>Level 3 violations may involve the short-term removal of a scholar from the school environment due to the severity of the behavior. The duration of the removal, if issued, is to be limited as much as possible while adequately addressing the behavior. In case of repeated need for removal, an assistance plan (BIP, SAT) should be developed.</p>	<p>Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of the scholar from the school environment due to the severity of the behavior. Such violations may involve the removal of the scholar from Nelson Mandela so that the scholar may find a place that will provide additional structure to support behavior</p>

Level 3 Violation	1	2	3	4	Mandatory
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					Response
Assault, No Injury Attempting to cause injury to another person; intentionally placing another in reasonable apprehension of imminent personal injury		*	*		
Bullying Any ongoing pattern of written or verbal expression, electronic abuse, physical acts or gestures to cause distress upon one or more students		*	*	*	
Damage to School, Staff, or Student Property Willfully or recklessly causing or attempting to cause damage		*	*		Restitution may be required
False Allegations Against Staff Any knowingly or reckless false allegations against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties		*	*	*	
Fighting, Serious Mutual physical combat that results in injury, creates a substantial disruption involving large numbers of scholars, and/or results in the potential for continued fighting			*	*	
Harassment Any physical, verbal, graphic, electronic or written material or behavior, related to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion or marital status which has the purpose of creating an intimidating, hostile or offensive school environment		*	*	*	
Theft Stealing or attempting to steal property of substantial value, greater than \$25.00		*	*		Restitution may be required
Unlawful Activity/Threats or Intimidation Engaging in any activity forbidden by the laws of Nebraska, including Federal Law, not otherwise specifically covered herein, which constitutes a danger to the school environment or interferes with school purposes		*	*	*	
Verbal or Written Abuse to Staff, Threatening Disrespectful language to a staff member that is threatening in nature		*	*	*	

Level 4 Interventions & Responses

<p>LEVEL 4 Interventions & Responses This list of interventions is not intended to be exhaustive. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific scholar under the specific circumstances.</p>	<p>Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of the scholar from the school environment due to the severity of the behavior.</p> <ul style="list-style-type: none"> ● Interventions from all previous levels ● Parent or guardian notification ● Referral to IEP team (scholars with disabilities) for manifestation determination
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<p>Level 1 interventions aim to teach alternative behavior so scholars can learn and demonstrate safe, respectful, and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p>Level 2 interventions often involve support staff, both school based and within the community, and/or the administrator. These interventions aim to increase the scholar’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p>Level 3 violations may involve the short-term removal of a scholar from the school environment due to the severity of the behavior. The duration of the removal, if issued, is to be limited as much as possible while adequately addressing the behavior. In case of repeated need for removal, an assistance plan (BIP, SAT) should be developed.</p>	<p>Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of the scholar from the school environment due to the severity of the behavior. Such violations may involve the removal of the scholar from Nelson Mandela so that the scholar may find a place that will provide additional structure to support behavior</p>

Level 4 Violations	1	2	3	4	Mandatory Response
Arson Intentionally setting or attempting to set a fire on or in the school property		*	*	*	Contact fire marshal
Assault with Injury (Intentional) Assault of another person where the scholar has knowingly and intentionally used force to cause personal injury			*	*	
Firearm Knowing and intentional possession, use or transmission of a firearm as defined in 18 US Code 921					Per federal law, expulsion for one calendar year; law enforcement will be contacted
Sexual Assault Sexual Assault in the first or second degree as defined in Nebraska Statues 28320				*	Mandatory reassignment away from the victim/ contact law enforcement
Weapon Knowing and intentional possession, handling, transmission, or use of any knife or dangerous weapon			*	*	