



**Nelson Mandela Elementary
Family Handbook**

2020-2021 School Year

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

Effective: August 2020



Dear Mandela Family,

It is truly an honor to step into the role of Principal at Nelson Mandela Elementary for the 2020-2021 school year. I am committed to guiding the team and scholars through this pandemic, but I am glad I do not have to do it alone. The Mandela family has been supportive, patient, and flexible throughout these unprecedented times.

Although the school year is starting under different circumstances, I am just as excited to start this journey. I am ready to commit to the mission and core values of Nelson Mandela. We will continue to state every day, from a distance, our 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." These words resonate more powerfully than ever as we face a challenging world together.

Our current events make us committed to the mission more than ever. We strongly believe that **all** scholars can learn and develop academically, emotionally, socially, and physically, and we will continue to strive for our scholars to be on grade level. The Mandela team has worked incredibly hard to ensure they can continue to deliver the best possible education to our scholars, regardless of the method of delivery. I fully believe that our scholars will change the world someday, and I am grateful that the team and myself can be a part of their journey.

I am confident that this will be a great school year, as long as we do it together. Thank you, parents/guardians, for entrusting us with your scholars. We look forward to a year of learning and growing as a Meerkat Family!

Please do not hesitate to contact myself or any member of the team at any time.

Be well,

Mrs. Genevive Core

Mrs. Genevive Core
Principal

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**Nelson Mandela Elementary School Inc.
Board of Education Members
2020-2021**

Dianne Lozier - President
John Scott - Vice President
Jan Mueller – Treasurer
Susan Toohey - Secretary
Bob Braun
Tre Brashear

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.
Scholar, Community, Family Relations	Parmer	Alisa	Community Volunteer

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, 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.

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 educational experience for all learners

School Goals

The goals of NME are:

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

Achievement Goals

NME scholars will:

- 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

Dr. Toohey – Head of School

Genevive Core – Principal

Joe Murray – Assistant Principal

Stacy Hudson – Administrative Assistant

Monica Wells – Family/Scholar Support

Amanda Myroniuk – Volunteer Coordinator

Colette Michael – MIT Coordinator

Shilene Meeks – Kids Can Director

Kitchen

Rhiannon Bell – Kitchen Manager

Maurice Cotton – Kitchen Assistant

Brandie Shelton – Kitchen Assistant

Kindergarten

Amanda Krier – Teacher

Jolynn Sullins – Para

Heidi Wilhelm – Teacher

Alissa Shanahan – Para

First Grade

Tracy Jones – Co-Teacher

Bajah Pittman – Co-Teacher

Bailey Shirley – Para

Sadé Henley – Teacher

Shiree Bonner – Para

Second Grade

Kwin Kunkle – Teacher

Daphne Krezmien – Para

Mattkia Montgomery – Teacher
Kate Pomrenke – Para
Bianca Sherman – Teacher
Jarrell Williams – Para

Third Grade

Ryan Margheim – Teacher
Angela Bultez – Para
L.C. Doss – Teacher
Maurice Cotton – Para

Fourth Grade

Callie Burks – Teacher
Jaylan Ashley – Para
Alisa Moore – Teacher
Lynette Dacus – Para

Fifth Grade

Annette Foster – Teacher
Michael Wilhelm – Para
Jessica Lahman – Teacher
Michael Davis – Para

Specials

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

Scholar Support

Liz Anderson – Speech Therapist
Kerrie Ivey – Occupational Therapist
Alice Smith – Title 1

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

Admission

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 and first grade, at the discretion of the Head of School, in accordance with the following prioritized:

- Scholars are in good standing
- Scholars live within 1.5 miles of school
- Scholars who qualify for free/reduced lunch
- Scholars whose families commit to partnering in their child's education

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

- a certified birth certificate
- a health record which includes a history of vaccinations
- 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 Kindergartner 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 June 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 to plan class membership for the coming school year. Forms are to be completed and returned by stated deadlines.

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 and Technology, and Health and Life Skills. Curriculum guides for review of specific subject areas are available in the office.

Special Services

Certain services including Speech/Language Therapy and Occupational Therapy will be available at NME. Title I Am 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.

Special Education

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.

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. If 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.

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 Principal will meet with parents/guardians and teacher to assist in resolution of the concern.

Concerns are most effectively addressed and resolved when both speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus the 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 Principal is responsible for the day-to-day operations of the school, and in accordance with that responsibility, has authority to make final decisions relative to resolution of concerns. In the event that a parent feels that their 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, they may request further discussion with the Board.

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 team members 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](tel:4026772684).

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.

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. Our balanced assessment plan includes the following 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.

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.

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 their maximum potential. Report cards are sent home at the end of each term.

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

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. These are **required** and must be held at different time if the regularly scheduled conference date is a conflict. Additional Parent-Teacher conferences may be held at any time during the school year at the request of the parents and/or teachers. Parents can call the school office (402-991-1444) if they would like to schedule 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.

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 their 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.

Homework

The educators at NME assign homework appropriate to the grade level of the scholar. Homework provides practice and drill 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.

Study Skills

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

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

Internet Acceptable Use Policy

Recognizing the need for individuals to develop search and discernment skills regarding 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:

Remote learning:

Improper use of technology will result in conversations with the administration. Consequences will be determined on a case by case basis.

Face to Face during COVID-19 and Regular School

- Internet sites visited cannot 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 can exit the site and inform the instructor or person supervising them of the problem
- 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 semester. Parents/guardians are notified. Offenses result in disciplinary action that may include permanent loss of Internet privileges

- 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 semester
- 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
- 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
- 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

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 team members 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.

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.

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 from the librarian.

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.

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.

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 team members 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.

Attendance Policy

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 5% or less of the school year; 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.

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:

- 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.
- A meeting or meetings between at a minimum, the school attendance officer, 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.

Tardy Policy

Punctuality by scholars is essential for scholars to obtain the maximum opportunities from the education program. Parents and scholars are expected to arrive at school on time.

The Principal shall be the tardy officer who will assemble a team that will facilitate implementation of a plan and will be responsible for oversight of the tardy strategies. Eight tardies translates to one absence and then the attendance will be impacted.

The tardy officer and the team will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

The Principal and the team are required to follow procedures and implement interventions when a scholar has reached:

- At Risk Tardiness: tardy between 6-9% of school
- Chronic Tardy: tardy 10% or more to school
- Severe Chronic Tardy: tardy 15% of the school year
- Habitually Chronic Tardy: tardy 15% year after year.

If the scholar is Severely Chronically Tardy, and this results in attendance days of more than 20 days, the school may report to the Douglas County Attorney. The school shall notify the child's family, or the person or persons who have legal or actual charge or control of any child, in writing prior to referring the child to the county attorney. The school will provide the county attorney which documented efforts and a collaborative plan that was created to reduce barriers identified to improve prompt attendance.

It shall be within the discretion of the Head of School to determine, considering the circumstances, how a scholar will make up all work missed because of excessive Tardiness. Scholars receiving special education services will be assigned in accordance with the goals and objectives of the scholar's Individualized Education Program.

Authorized Dismissal from School

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.

Arrival and Dismissal

Remote Learning

Each scholar is expected to log into their class Zoom meeting at 8:00 A.M. Scholars that are late to their Zoom meeting can expect a phone call from their para. Scholars are expected to be available during the regular school hours: 8:00 A.M. to 4:00 P.M. Attendance will be taken daily.

Parents are encouraged to avoid removing scholars from school early. Medical, dental, and other appointments should be scheduled on vacation days or after school.

Face to Face during COVID-19

The school day at NME begins at 8:00 A.M. and ends at 4:00 P.M. Parents will sign up for staggered drop off times of 7:30 A.M., 7:40 A.M., or 7:50 A.M. There is no supervision on school grounds before school starts, so parents should not arrive earlier than 7:30 A.M. Scholars will be screened in their vehicles for COVID-19 symptoms and given a mask before entering the west doors of the building. Scholars are tardy if they arrive after 8:00 A.M. If scholars arrive late and screeners are no longer outside, parents must call to inform the school of their arrival, and they must wait until the scholar(s) is fully screened before driving away.

School dismissal is at 3:30 for grades K-2, and 3:45 for grades 3-5. Families will be given drop off cards with their scholar's name on it to place on the dashboard. When parents arrive for dismissal, scholars will be called out individually.

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.

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 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 door.

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.

Regular School

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 K-2, and 3:45 for 3-5. 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 door.

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.

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:

- Parents are asked to follow all cones and the directions of NME team members at drop off and pick up times. For the safety of everyone, all parents, guardians, and visitors are asked to drive slowly throughout both the west and south parking lots.
- Parents and guardians are also asked to never park in along the curb of the school as it is a fire lane. This is true during the school day as well as for evening and weekend events at the school.
- Before school and at dismissal when picking up a child from school, parents or designated drivers will need to park in the south or west parking lots if they arrive early. This will prevent backups into traffic on the street.

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 team members. 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.

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:

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

The dress shall be:

- All scholars will wear the NME polo
- Khaki pants or shorts; no pockets on the *outside* of the pants or shorts
- Girls may wear khaki skorts through the approved vendor
- Black cardigans (with logo)
- Closed toe and heel shoes
- White or black tights may be worn under skorts and skirts all year
- Summer attire will be the same except for 5th term t-shirts
- Black or white socks
- Undershirts must be white or black
- 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.

Lost and Found

A "lost and found" is 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.

Engagement Hours

All scholars are admitted with the requirement the family will complete 20 hours of engagement by the end of the fifth term each school year. Families that do not complete their 20 hours will be put on a probation list and asked to complete a minimum of 7 hours before October of the following school year.

The following list explains how hours are calculated and what counts for engagement hours:

Activities counted per volunteer (each volunteer earns hours even if they are from the same family)

- Volunteering at breakfast/lunch
- Weekend Warriors
- Special Events (Set up/tear down, garden/school grounds, etc.)
- Chaperoning Field Trips
- Coaching Sports

Activities counted per family (even if multiple people show up)

- Choir/Violin Concerts
- Back to School Night
- Curriculum Nights
- School Dances (Snowball, Pajama, etc.)
- Donations
- Attending sporting games/events

These lists are not exhaustive, and ideas for other ways to earn hours are always welcome.

Engagement hours will be tracked on an electronic platform that can be accessed at <https://omandela.galaxydigital.com/>. It will also be linked to the school's website. Each family will belong to a group under their scholar's name and track their hours under their own account. All volunteer opportunities will be posted to this site. Any questions about engagement hours can be directed to the volunteer coordinator, Ms. Myroniuk, at 402-991-1444 or amyroniuk@omandela.org.

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 team members 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.

Communication

Remote Learning

Class DOJO and the school website, nelsonmandelaelementary.org, will be the primary mode of communication between the school and families during remote learning. A weekly newsletter containing school announcements and scholar/parent information will be posted on Class DOJO and the school's website every Monday. Short letters or notices of events will also be advertised on Class DOJO. The NME Facebook page regularly has reminders and press items.

Face to Face during COVID-19/Regular School

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 their teacher. The NME website and calendar also have timely and relevant information. The NME Facebook regularly page has reminders and press items. Teachers use Class DOJO for daily communication purposes.

Emergency Information

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

- Parent or guardian name.
- Complete and current address.
- Home phone and parent/guardian work phone.
- Emergency phone number of friend or relative.
- Physician's name and phone number.
- 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.

School Calendar

A school administrator will develop an annual calendar that:

- provides an optimum number of instructional days in recognition of the direct correlation between instructional time and scholar learning
- fulfills, as minimum, state, and applicable accrediting agency requirements
- gives priority to number of instructional days regardless of length of the school day
- includes team development days

Weather Cancellation of School

If severe weather develops during the school day, listen to the local T.V. and radio stations for an announcement about OPS schools closing. If OPS schools are close, so will NME.

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. If 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.

Health Services

Regular School

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:

- Chicken pox (scholar should not return to school until at least 6 days after eruption).
- German measles (scholar should not return to school until at least 5 days after the rash disappears).
- Mumps (scholar should not return to school until at least 9 days after the swelling disappears)
- All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school.

Temporary exclusion is recommended when:

- The illness prevents the scholar from participating comfortably in activities as observed by the team members
- The illness results in a greater need for care than the team members can provide without compromising their ability to care for other scholars
- The scholar has the following conditions:
 - Lethargy
 - Lack of responsiveness
 - Irritability
 - Persistent crying
 - Difficulty breathing
 - Vomiting
 - Diarrhea
 - A quickly spreading rash
 - Skin eruptions
 - Sore throat
 - Earache

- Discharge from the nose,
- Eye infection
- Fever above 100 degrees orally or 99 degrees axillary

If a child becomes ill or complains of consistent discomfort during the school day, the school will call the parent/guardian at home or workplace. Please keep your emergency contacts up to date.

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.

Face to Face during COVID-19

All health policies of regular school apply. In addition, extra caution will be taken if scholars exhibit **any** of the following symptoms related to COVID-19:

- Cough
- Sore throat
- Shortness of breath
- Diarrhea
- Lethargy
- Headache
- Loss of taste/smell

For the full list of procedures followed during COVID-19, please visit <https://nelsonmandelaelementary.org/coronavirus-covid-19-information/>.

Medication Administration

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 decide 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:

- 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
- 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
- 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
- It is the parent/guardian's responsibility to see that the medication arrives at school safely. All medication that a child needs to take during the day should be brought to the school office and dispensed by office personnel
- 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
- 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 doctor. It must arrive at school in an original container accompanied by written instructions regarding dosage, date, and time the medication should be taken.
- All medication is stored in a locked cabinet. NME reserves the right to limit the amount of medication stored at school
- CSM assists in teaching proper medication administration techniques, benefits, and side effects of medication
- A written record is kept of all medication administered during the school day
- 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 Medication Administration

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, or
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 team members for scholars having a known allergic condition or asthma:

- Written medical documentation
- Instructions
- Medications as directed by a physician

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 treatment to ANY scholar or school team 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.

Self-Administration of Medication

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

- Require and receive a written request from the scholar's parent or guardian that the scholar be allowed to self-manage their diabetic condition. See Appendix for agreement
- 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.

This plan must:

- identify the health care services the scholar may receive at school relating to such condition
- evaluate the scholar's understanding of and ability to self-manage their diabetic condition
- permit regular monitoring of the scholar's self-management of their diabetic condition by an appropriately credentialed health care professional
- be signed by the scholar's parent or guardian and the physician response for treatment of the scholar's diabetic condition
- the medical management plan must be kept on file at the school
- the scholar's parent or guardian must sign the attached Release and Indemnification form before the scholar can self-administer his or her diabetic condition
- once the medical management plan is in place, the scholar shall be allowed to self-manage their diabetic condition on school grounds, during any school-related activity, or in any private location specified in the plan

If the school determines that the scholar has endangered themselves or others through the misuse of such medical supplies, it may prohibit the scholar from possessing the necessary medical supplies to manage their 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.

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 scholars' 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:

- An immunization record showing that the child is protected by age-appropriate immunizations.
- 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.

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. The full Wellness Policy is available at <https://nelsonmandelaelementary.org/parent-information-2/>.

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.

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.

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.

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.

Breakfast and Lunch

Remote Learning

Meals will not be provided at this time, subject to change. If families need immediate assistance, they may contact Mrs. Wells for the support at 402-991-1444 or mwells@omandela.org.

Face to Face during COVID-19

NME participates in the United States Department of Agriculture's school breakfast and lunch program. Scholars can be dropped off at 7:30 A.M., 7:40 A.M., or 7:50 A.M. Scholars that arrive before 8:00 A.M. will have the opportunity to eat a hot breakfast in their classrooms. Scholars that arrive after 8:00 A.M. will receive a cheese stick or yogurt. Lunch will be served in classrooms each day. Each classroom will have an individual cart delivered to and removed from the classroom to minimize travel throughout the building and interaction across other classrooms.

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.

Regular School

NME participates in the United States Department of Agriculture's school breakfast and lunch program. Scholars can be dropped off at 6:30 A.M. and breakfast is served at 7:15 A.M. to 7:55 A.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. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

Cafeteria Expectations

Remote Learning

Scholars will not be expected to always be online during the school day. Each class schedule will leave ample time for a lunch break.

Face to Face during COVID-19

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 their classrooms for the duration of lunch. They will eat spaced out and facing the same direction. Teachers may put on a video for them to enjoy while they eat.

Regular School

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.

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

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.

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.

Nondiscrimination Statement

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

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 team member to immediately report incidents of bullying to the principal, counselor, or designee. Team members 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 team members development training in bullying prevention and cultivate acceptance and understanding in all scholars and team members 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 team members, 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 family handbook
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential
- Team members 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

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
- 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.

See Appendix for Standard Response Protocol diagram.

Smoke-Free Building

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

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 for the scholar to remain at NME.

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

Valuables

The school authorities and team members 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 can 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.

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, blackjacks, 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.

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.

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.

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.

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 them of the interview unless otherwise directed by the Interviewing Officer. 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. In all cases where a scholar is interviewed or apprehended, the Head of School shall notify the President of Board of the incident and the procedures followed by the school.

Documentation.

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.

Parent Custody Procedures

This handbook includes 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 Principal is the only school official who can authorize release of directory information to outside parties. Scholar and parent name, 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 Principal in writing prior to the beginning of the school year.

Scholar Files

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

- academic transcript
- attendance record
- records of educational or related testing
- emergency information
- 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.

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 which is obtained upon acceptance to NME.

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

NME uses the Multi-Tiered System of Support for Behavior (MTSS-B) in all disciplinary procedures. This system is believed to foster positive relationships, emotional health, and behavior, while also increasing academic success. Under this model, there are targeted interventions for behavioral infractions instead of suspensions. Team members are asked to communicate universal expectations to all scholars, and if these expectations are not followed, the administration will lead any necessary action.

We have adopted a "Take 5" Model that we encourage parents and guardians to use at home to keep school and home consistent. This model encourages scholars to reflect and come up with a solution for improved behavior, a "closure". The emphasis of this system is to encourage children to own their behavior and then control it independently. The process ALWAYS begins with a statement of support.

If a child creates a closure, and then has a difficult time following through on fixing the problem, they will go to the office to have time to create a better solution, or to get help from the administration. If these behaviors continue parents/guardians may be called to meet at the school and create a plan together. See Appendix for full model.

Unauthorized Articles

Common sense and consideration are the best guide in determining whether 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.

Support Services

NME offers family and scholar support through Mrs. Wells, Monday-Friday, from 8:00-4:00 and by appointment. 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 Principal. Counseling services consist of visiting individually with scholars, small groups, working with teachers to meet scholar needs, and meeting with parents.

Child Abuse Reporting Requirements

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

Appendix

[Release and Indemnification Agreement](#)

[Standard Response Protocol](#)

[Take 5 Diagram](#)

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 their 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. If

_____ injures personnel or another scholar Name of Scholar

because of misuse of the prescription asthma or anaphylaxis medication or related medical supplies, the undersigned shall be responsible for all costs associated with the injury.

_____ Date/ Parent or Guardian

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://iloveuguy.org>



LOCKOUT SECURE THE PERIMETER

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



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SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | <http://iloveuguy.org>



Take 5 Diagram



Step 1: Support

Make a statement of support recognizing something positive about the scholar.

Step 2: Expectation

State the expectation for behavior. Be specific.

Step 3: Breakdown

Break down the expectation into smaller pieces that the child can understand.

Step 4: Benefit

Discuss how/ why following this expectation will benefit the child personally.

Step 5: Closure

Ask the child how he or she can fix it and what help is needed to make that happen.



Family Handbook Acknowledgement

Please sign this acknowledgment and return it to Nelson Mandela Elementary prior to the first day of school.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received and reviewed the **Nelson Mandela Elementary Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask Mandela team members for clarification of any policy, procedure, or information contained in the **Nelson Mandela Elementary Family Handbook** that I do not understand.

Scholar's name

Recipient(s) Signature(s)

Date