



Dear Mandela Family,

As I begin this 2015/2016 school year as Head of School of Nelson Mandela Elementary, 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, increased 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.

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,

A handwritten signature in black ink that reads "Dr. Susan Toohey". The signature is written in a cursive, flowing style.

Dr. Susan Toohey



NELSON MANDELA ELEMENTARY FAMILY HANDBOOK

2015-2016 SCHOOL YEAR

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

Effective: June 1, 2015

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NELSON MANDELA ELEMENTARY

Board of Education Members

2015-2016

Nelson Mandela Elementary School Board:

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, to modify, or abolish any of the Handbook provisions as needed to meet the current needs 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	Karen	Hayes	UNO Dept. of Ed
Academic Excellence	Clarice	Jackson	Voice Advocacy
Academic Excellence	ReNae	Kehrberg	OPS
Academic Excellence	Patrick	Slattery	Omaha Catholic Schools
Academic Excellence	Kathy J.	Trotter	MCC
Academic Excellence	Nancy	Liebermann	Phoenix Academy
Academic Excellence	Renee	Fry	Open Sky Institute
Academic Excellence	Lisa	St. Clair	Monroe Meyer Institute
Academic Excellence	Sr. Maryann	Stevens	College of St. Mary
Academic Excellence	Oscar	Duran	Habitat for Humanity
Academic Excellence	Tom	Warren	Urban League
Buildings, Grounds, Technology	Bob	Braun	Lozier Foundation
Buildings, Grounds, Technology	Jim	Fleissner	MCL construction
Buildings, Grounds, Technology	George	Lozier	Lozier Foundation
Buildings, Grounds, Technology	Susan	Toohey	Nelson Mandela
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
Finance	Susan	Toohey	Nelson Mandela
Scholar, Community, Family Relations	James	Cloyd	MCC
Scholar, Community, Family Relations	Tanya	Cook	Nebraska State Legislature
Scholar, Community, Family Relations	Aaron	Evans	Union Pacific
Scholar, Community, Family Relations	Ivan	Gilreath	Boys and Girls Club
Scholar, Community, Family Relations	Sharif	Liwaru	OPS
Scholar, Community, Family Relations	James	Mason	100 BLACK MEN OMAHA
Scholar, Community, Family Relations	Kenny	McMorris	Charles Drew Health
Scholar, Community, Family Relations	Joe	Ogba	Nelson Mandela/Thrive
Scholar, Community, Family Relations	Jamalia	Parker	Learning Community Center of North Omaha
Scholar, Community, Family Relations	Susan	Toohey	Nelson Mandela
Scholar, Community, Family Relations	Shauntel	Vaughn	HFS-Solomon Girls Club
Scholar, Community, Family Relations	Cammy	Watkins	Habitat for Humanity
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 educational experience for all learners

SCHOOL GOALS

The goals of NME are:

1. To provide a quality education which 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 which 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

NME scholars will:

- Possess and exhibit knowledge of academic disciplines.
- Demonstrate effective oral and written communication skills.
- Model the skills promoting life-long learning, self-discipline, problem solving strategies and independent thinking.
- Demonstrate respect for self, for others, and for the environment.
- Read and do math on grade level.

ACCREDITATION STATUS

NME is approved under the guideline of Rule 14 by the State of Nebraska and, therefore, meets the highest educational standards set by the state.

NME TEAM

Anderson, Liz	Speech Pathologist
Ashburn-Phillips, Mary	Café Assistant
Bell, Riannon	Cafeteria Manager
Davis, Jess	Violin and Art Instructor
Dorsey, Jackie	Volunteer Coordinator
Foster, Annette	First Grade Teacher
Hudson, Stacy	Receptionist/ Admin Asst.
Ivey, Kerrie	Occupational Therapist
Lewis, Jordyn	Kindergarten Teacher
Maxwell, Nicki	Kindergarten Para-Educator
Moore, Alisa	First Grade Para-Educator
Ogba, Joe	Family Liaison
Paul, Bridget	First Grade Para-Educator
Rethmeier, Jodi	Librarian
Toohey, Susan	Head of School
Wharton, Tamara	Kindergarten Teacher
Wurtz, Peg	First Grade Teacher

All NME teaches, 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 and operates under the administration of the Head of School.

NME admits scholars, Kindergarten through Fifth grade, according to the following prioritized guidelines and at the discretion of the Head of School:

1. All scholars previously enrolled during the past school year who are in good standing.
2. Scholars within 1.5 miles of school.
3. Scholars who qualify for free/reduced lunch.
4. Scholars whose family commits 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.

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

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 DEPARTURE

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. The tardy bell rings at 8:00. Children arriving late to school should ring the doorbell at the west entrance of the building to enter and stop at the office for a pass before being admitted to the classroom.

Regular school dismissal is at 3:45 for kindergarten and 4:00 for first 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 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.

DISMISSAL PROCEDURE

Scholars who walk home are required to cross 30th Street at the lights. Since there is no supervision on the school grounds after school, children are not to play on school property after school.

Children who are not picked up by 4:15 will be automatically escorted to the after school program identified @ registration. 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. Regular school dismissal is at 3:45 for kindergarten and 4:00 for first grade. Please park in the SOUTH parking lot until dismissal. Families will be provided a "PICK UP CARD" to display as you pull in. Your child will be escorted to your car for you.

ATTENDANCE

NME complies with the State law which requires a minimum of 1032 hours of instruction a year in every accredited elementary school. The progress of each child relies heavily on the regularity and punctuality of attendance. Each family receives a school calendar which lists the days school is in session. Parents are notified of any school schedule changes well in advance. **Absences require a telephone call to the school office (402-991-1444) before 8:00 a.m.**

Parents are encouraged to make every effort to schedule dentist and doctor appointments outside of school hours. Excessive absences (more than ten days per semester), may warrant a parent, teacher conference to determine if missed assignments, tests, etc. have been completed in a satisfactory manner. The scholar may be placed on a probationary status until all school work has been completed to the satisfaction of the teacher(s) and the Head of School by the end of the semester in which the absences occur.

Prompt arrival at school is expected of all scholars. Any child who arrives at school after 8:00 a.m. is considered tardy. Scholars leaving school before 3:00 are marked as an early dismissal. Scholars who arrive at school after 10:00 a.m. or leave before 1:15 are considered 1/2 day absent. Late arrival and early dismissal disrupts class, causes loss of learning time and is an embarrassment to the child. Tardiness, especially habitual tardiness, will not be tolerated.

Early dismissals from school will be recorded in the same manner as late arrivals. All scholars who arrive late or leave early and return to school the same day must have an admit slip from the office before returning to their classroom.

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. NME shall never release scholars to strangers or callers without using necessary precautions because of the grave danger involved.

TRUANCY

NME administrators carefully review all scholar absences and communicate with parents whenever absences for reasons other than serious illness occur. When a scholar's absences (excused or

unexcused) exceed five days or equivalent hours per quarter, or ten days or equivalent hours for a semester, NME will work with the parents in documenting a plan to avoid excessive absences. Continued absences may jeopardize the scholar's advancement in grade determination.

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 towards special effort and achievement by the scholars. Recognition is given for academics, effort, citizenship, attendance and other achievements at an Honor Awards ceremony at the end of each marking period.

BOOKS/LIBRARY

All textbooks and workbooks are furnished. 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.**

LIBRARY MATERIALS SELECTION POLICY

Each scholar will develop an appreciation of literature, reading, and writing through a multiple of activities to include: sequential development of library skills, proper library etiquette, and utilization of various library media and reference materials as an extension of their classroom 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.

CAFETERIA

NME participates in the United States Department of Agriculture's school breakfast and lunch program. This enables our scholars to have a well-balanced breakfast and lunch each day. Breakfast is served from 6:30 to 7:45 a.m. Lunch will be provided to all scholars each day at no charge. Families are asked to complete the paperwork for the federal FRL program. Scholars may also bring their lunch to school.

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

Because 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 in the regular Friday folders. Throughout the school year short letters or notices of events are **sent home with your child on Friday, or the last day of classes for that week in the Friday 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.

COUNSELING SERVICES

NME offers counseling services on a part time basis. The counselor is a licensed, professional mental health practitioner 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, working with teachers to meet scholar needs, meeting with parents and collaborating with community agencies when necessary. Services are provided to NME families paid by insurance and/or other social services payment assistance. However, no family or child will be denied services based on cost.

CURRICULUM

NME maintains a high quality curriculum of study which includes: Math, Reading and Literature, English, Spelling, 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.

BEHAVIOR CODE

The Behavior Code is a system of rules and regulations that governs the conduct of the teachers and scholars that effectively work together so that learning can take place. Just as academic learning is an ongoing process, so too, is the mastery of behavior skills. The goal is that each scholar will

become self-disciplined and self-directed. Positive methods of discipline will be used and encouraged. The following skills will be taught to scholars and integrated with all other instruction throughout the school day:

Following Instructions

1. Look at the person.
2. Say 'Okay'.
3. Do what you've been asked right away.
4. Check back.

Accepting Criticism of a Consequence

1. Look at the person.
2. Say 'Okay'.
3. Stay calm.

Accepting "No" for an Answer

1. Look at the person.
2. Say 'Okay'.
3. Stay calm.
4. If you disagree, ask later.

Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say 'Hi' or Hello'.

Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

Making an Apology (Saying You're Sorry)

1. Look at the person.
2. Use a serious, sincere voice.
3. Say 'I'm sorry for...' or 'I want to apologize for'.
4. Explain how you plan to do better in the future.
5. Say 'thanks for listening'.

Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say 'thank you.'

Having a Conversation

1. Look at the person.
2. Use a pleasant voice.
3. Listen to what the other person says.
4. When there is a break in the conversation, ask a question or share your thoughts.

Asking for Help

1. Look at the person.
2. Ask the person if they have time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

Asking for Permission

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say 'may I'
4. Accept the answer calmly.

Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

Sharing with Others

1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person after you have used it.

Working with Others

1. Identify the task to be completed.
2. Assign tasks to each person.
3. Discuss ideas in a calm quiet voice and let everyone share theirs.
4. Work on tasks until completed.

Listening

1. Look at the person who is talking and remain quiet.
2. Wait until the person is through talking before you speak.
3. Show that you heard them by nodding your head, saying 'okay', 'that's interesting', etc.

Using an Appropriate Voice Tone

1. Listen to the level of the voices around you.
2. Change your voice to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

In order to make our school a safe, comfortable, and effective learning environment all members of the NME community are expected to abide by three basic rules. These expectations are:

1. **RESPECT YOURSELF AND OTHERS.**
2. **CONTRIBUTE TO THE LEARNING ENVIRONMENT.**
3. **FOLLOW CLASSROOM AND ALL SCHOOL PROCEDURES.**

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 external pockets.
3. Girls may wear khaki skorts through the approved vendor.
4. White ankle length socks.
5. Boys must wear a belt.
6. Black cardigans (with logo) for girls or black V-neck sweaters (with logo) for boys.
7. Closed toe and heel shoes.
8. Shorts may be worn May 1 through September 30.
9. Black tights may be worn under skorts and skirts all year.

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

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

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 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.

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.

GRADE REPORTS

The school's curriculum guides identify the knowledge and skills which scholars are expected to master and teachers provide instructional experiences to assist the scholars in such mastery. Teacher's assess each scholar's level of performance on annual norm-referenced tests in grades 2-5 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.

Progress reports for each scholar are sent home regularly to keep parents informed regarding their child's progress. **Report cards** are sent home at the end of each grading period of the school year. Parents are asked to sign the report card and return it to school within one week after it is sent home.

Parent/Teacher conferences are held at the end of the first grading period and again in the middle of third grading period and the end of the fifth. 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 which 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 and drill which reinforces classroom learning and can provide 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 the homework folder daily.

LEAVING SCHOOL GROUNDS

Scholars are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of their teacher and/or parent/guardian. Permission to leave the school grounds will only be granted upon written or verbal permission from the scholar's parent or guardian.

LOST AND FOUND

A "lost and found" is located in the school office area. 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.

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.
4. It is the parent/guardian's responsibility to see that the medication arrives at school safely.
All prescription and nonprescription medication which 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. The school nurse assists in teaching proper medication administration techniques, benefits and side effects of medication. The school nurse is notified when scholars are receiving medication at school.
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). 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 work place. **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.

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 which are individually wrapped. Beverages of any type are prohibited.**

POLICE QUESTIONING & APPREHENSION

A scholar may be questioned in private and with confidentiality by police and/or social service officers at the school. The Head of School or a designated staff member may remain during such interviews unless the investigating officer specifically requests to conduct the interview in private.

Any parental/guardian participation in such an interview is at the discretion of the interviewing officer. The interview, by law, may take place whether the parent or guardian is present or not. The Head of School will contact the parent or guardian regarding the interview unless the police have directed that no such contact be made.

RELEASE OF RECORDS

The school will maintain records on all scholars. Information included in these records may not be released without written parental consent except a transcript will be forwarded to another school when a scholar transfers.

Regulations Governing Access to School Records by Non-custodial Parents.

1. Upon written request, non-custodial parents shall be entitled to exercise all parental rights regarding scholar records, including the right to request that the records be forwarded to other parties, to the extent that such rights are not restricted by a legally binding instrument or court order.
2. Non-custodial parents not otherwise restricted by a legally binding instrument or court order may obtain information from their child's records on a regular basis by submitting a written request.
3. NME assumes that the non-custodial parent has the right to obtain information from their child's records unless it has evidence to the contrary.
4. The school does not need permission from the custodial parent to give access to records to the non-custodial parent. The school will notify the custodial parent of the non-custodial parent's request for access to records.
5. General notices and school activities information sheets are not considered to be part of scholar records. The school may provide such information to non-custodial parents if requested if such is not restricted by a legally binding instrument or court order and if it is administratively feasible to do so. A request by a non-custodial parent for such information must be in writing.

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.

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 which include 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 time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

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 insure 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 can 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 semester. 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 semester.
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 insure 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.***

Outside of school, families bear responsibility for the same guidance of digital media/communications and Internet as they do with any other information their child may receive.

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 (3:45 – 4:15 p.m.), when picking up a child from school, parents or designated drivers will need to park in the south and west parking lot. 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, games, money, or electronic devices to school. **Such items may be removed from the scholar's possession if deemed an obstacle or 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 immediate suspension and possible expulsion. 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 or who has lost or damaged books 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 which should be worn while in the building. 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 are closing. 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 which give 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) is in effect, (the tornado or civil defense sirens are blowing or have already done so and the all-clear has not sounded) 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, 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.

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.



2015-2016 Parent/Guardian Agreement

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 agrees to fulfill 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






Important Agreements

1. I/we are partners in education and will be expected to be a part of my child's experience.
2. I/we will participate in Parent/Teacher conferences.
3. I/we will support the school with our gifts of time and talent.
4. I/we will support the education of our child by holding him/her accountable.
5. I/we will support creativity and thinking outside the box based on data and challenging the status quo.
6. I/we will support this being a year-round school. (see calendar)
7. I/we will support Spalding language arts and Singapore mathematics by attending parent learning sessions.
8. I/we will reinforce the Boystown Model for behavior and social skills at home.
9. I/we will support the playing of violin by attending parent information sessions and scholar performances
10. I/we will bring my concerns and suggestions to the school administration so that we can work together to address any issues or concerns.
11. I/we will reinforce the importance of good health through healthy eating and exercise, good sleep through appropriate bedtimes and good education through attendance and reinforcement of learning at home.

Parent/Guardian Signature

Parent/Guardian Signature

August 2015							February 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	5- First Day of 2015	7	8	9	10	11	12
9	10	11	12	13	14	15		14	15	16	17	18	19
16	17	18	19	20	21	22		21	22	23	24	25	26
23	24	25	26	27	28	29		28	29				
30	31												
September 2015							March 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4- Prof. Dev./ MCC stud.	6	7	8	9	10	11
6	7	8	9	10	11	12	7- Labor Day/closed	13	14	15	16	17	18
13	14	15	16	17	18	19		20	21	22	23	24	25
20	21	22	23	24	25	26		27	28	29	30	31	
27	28	29	30										
October 2015							April 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	9-End 1 marking per.	3	4	5	6	7	8
4	5	6	7	8	9	10	12- Start 2nd marking per.	10	11	12	13	14	15
11	12	13	14	15	16	17	15-16- Parent/ Tchr Conf.	17	18	19	20	21	22
18	19	20	21	22	23	24		24	25	26	27	28	29
25	26	27	28	29	30	31	30- Prof. Dev./MCC stud.						
November 2015							May 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14		8	9	10	11	12	13
15	16	17	18	19	20	21		15	16	17	18	19	20
22	23	24	25	26	27	28	25-27 Thanksgiving /closed	22	23	24	25	26	27
29	30							29	30	31			
December 2015							June 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12		5	6	7	8	9	10
13	14	15	16	17	18	19	18- End 2nd marking per.	12	13	14	15	16	17
20	21	22	23	24	25	26	21-31 Break/closed	19	20	21	22	23	24
27	28	29	30	31				26	27	28	29	30	
January 2016							July 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1- Break/closed					1	2
3	4	5	6	7	8	9	4- Start 3rd marking per.	3	4	5	6	7	8
10	11	12	13	14	15	16		10	11	12	13	14	15
17	18	19	20	21	22	23	18-MLK Day/closed	17	18	19	20	21	22
24	25	26	27	28	29	30	29- Pro. Dev./MCC stud.	24	25	26	27	28	29
31								31					

	Holiday/closed		Professional Development Days (Students go to MCC)		Parent Teacher Conferences Half day on Thursday, no students on Friday
	Marking period start		Marking period end		