

Bennet Elementary School Handbook for Students, Parents & Guardians 2010-2011

We are pleased to welcome all of you, both new and returning students, to Bennet Elementary School. As a student, you will have the responsibility to maintain and help build a fine tradition of scholarship, citizenship, and that particular kind of spirit and pride that we want to become a trademark of our school.

As a citizen of this school, you are expected to follow the rules that have been established for the welfare of all. Sometimes you may feel that the rules are too strict, but they are made in the best interest of each student. Following the rules will help all students to become better school citizens.

Be proud of your school! We have a wonderful facility! It is evident that it has been treated with excellent care in the past. We would like to appeal to each student to do his/her part in keeping our school free of all distracting features that might mar the beauty and usefulness of this building. This property belongs to District OR-1. You, as a citizen of this community are part owners of this property. It is up to you to help protect and preserve it! Let's have a great school year!

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Bennet Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Steve Robb
Elementary Principal

Notes

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Bennet Elementary Faculty & Staff

Mr. Robb	Principal
Mrs. Cheney	Pre-School
Mrs. Poe	Pre-School Para-educator
Mrs. Prokop	Kindergarten
Mrs. Stilwell	Kindergarten
Mrs. Hall	First Grade
Mrs. Meyer	First Grade
Mrs. Christensen	Second Grade
Mrs. Schauer	Second Grade
Mrs. Bell	Third Grade
Ms. Winter	Third Grade
Mrs. Ourada	Fourth Grade
Mrs. Sullivan	Fourth Grade
Mrs. Bahm	Fifth Grade
Mr. McChristian	Fifth Grade
Mr. Goodrich	Sixth Grade
Mrs. Linke	Sixth Grade
Ms. A. Swartzendruber	Title I
Mr. Smidt	Media Coordinator
Mrs. McCrieght	Vocal Music
Ms. Murphy	Inst. Music
Mr. Wergin	Physical Education
Ms. S. Swartzendruber	Art
Mrs. Dowding	Resource
Mrs. Goodrich	Resource
Mr. Brown	Technology Coordinator
Mr. LaPointe	Guidance Counselor/School Psych.
Ms. McCauley	Speech/Language Pathologist
Mr. Hanger	Superintendent
Mrs. Hatcher	Superintendent's Secretary
Mrs. Lilley	Superintendent's Bookkeeper
Mrs. Dawson	Elementary Principal's Secretary
Mrs. Nisley	Para-educator
Mrs. Nitzsche	Para-educator
Mrs. Jones	Para-educator
Mrs. Nordin	Para-educator
Mrs. Bonifant	Para-educator
Mrs. Brethouwer	Technology Aide
Mr. Willeford	Head Custodian
Mrs. Boell	Food Manager
Mrs. Peet	Cook
Mrs. Sterns	Cook

General Information

Mission Statement

Our mission statement is one of ideals, which focuses on the role District OR1 Schools will play in the shaping of the future of our students. This is the reason our school exists and the function we perform. District OR1 has adopted the following mission statement:

**Together,
we prepare our students
to successfully meet
the challenges of the future.**

Governing Principles

Governing principles are fundamental guidelines and desirable rules of conduct, integrity and ethical behavior which guide us to do the right thing for the right reason. They direct our personal, professional and organizational behavior. The following governing principles were selected by District OR1 Schools based upon the mission statement above:

District OR1 will:

- model and reinforce a sense of self-respect for others;
- provide equal opportunity for each student to develop to his/her potential;
- seek and integrate educationally sound innovations into the curriculum;
- seek to develop a sense of individual responsibility and integrity;
and,
- provide a safe, positive learning environment

Activities Attendance

When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous.

After School Visits

Arrangements for one student to go home with another after school should be made by the parents prior to the visit. The school and bus drivers, if applicable, should be notified of the plans in writing. **Students will not be allowed to use the phone to make these arrangements.**

Alcohol, Drugs and Tobacco

Drug-Free Schools

This District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to

respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide a signed permission by parent or physician. **A copy of this form is attached to the back of this handbook. Additional forms are available in the school office or online at our website.**

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.

2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger

to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The OR-1 School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Announcements/Posters

Announcements and posters advertising school sponsored activities or other activities within the communities must first be submitted to the principal's office. It will be the responsibility of the principal to determine if it is appropriate to display these items.

If you wish to have an item included in the Bennet Elementary weekly newsletter, please submit it in writing or by e-mail, prior to the last school day that week.

Asbestos Notice

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Clyde Childers (780-5327).

Arson

The intentional burning of property at school is forbidden. Violation of this rule will result in appropriate disciplinary action being taken, which could include suspension, expulsion, referral to authorities and/or required counseling to take place if need is determined.

Attendance

Attendance Policy

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed in collaboration with the county attorney for the district's principal office location, is an attempt to address the problem of excessive absenteeism.

Excessive absenteeism is the failure to attend school for the minimum number of days established in the school calendar by the board, with or without a reasonable cause.

Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Illness which causes a student to be absent from school,
- (C) Doctor or dental appointment which require student to be absent from school,
- (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- (E) School sponsored activities which require students to be absent from school,
- (F) Family trips in which student accompanies parent(s)/legal guardian(s),
- (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Absence Procedure. *It shall be the responsibility of the parent to notify the school office as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.*

A student will not be allowed to enter class after an absence until they have checked in with **the Principal's office in person or by phone**, and presented a written or verbal parental excuse. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for

students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 11:00 a.m.

2. **Unexcused Absences.** An absence, which is not excused, is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. Students attending any activity during school hours, in which they are not a participant, may be counted as unexcused if not pre-approved by the Principal.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

For unexcused absences, the student may receive a failing mark for or in each class period missed.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism

If any student has accumulated a total of five [unexcused; excused and unexcused] absences per quarter or the hourly equivalent of five absences, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. A meeting or meetings between the school attendance officer, school social worker (or school principal or a member of the school administrative staff, if the school has no social worker), the student's parent/guardian and the student (if necessary) to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem by a school social worker (or principal or administrative staff member) to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the investigator shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.

If the student is absent more than twenty days per year, or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education

services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher or staff member who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. **Upon returning to school that same day, students are expected to sign in at the office.** Students who leave without permission and without signing out in the proper manner will be considered truant.

Attendance is Required to Participate in Activities

Students must attend school at least half of the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Before and After School Recreation Program

Bennet Elementary offers a before and after school recreation program for students attending Bennet Elementary School. The times for the before and after school recreation program will be from 7:00 – 8:20 a.m. and 3:20 - 5:30 p.m. The cost of the program will be \$2.50/hr per each child. A registration and enrollment fee of \$25.00 will be assessed at the beginning of the school year. Trained adult supervisors and student helpers will supervise students. Students will take part in a number of activities during the before and after school activities program and will also receive a snack during the afternoon session. If you are interested in taking part in this program, please contact the school office.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with [Insert Name of School] for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Bullying Prevention

Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures. (See pages 15-23.)

Suspected incidences of bullying should be reported to a staff member or the school principal.

Bus Rules & Behavior

Students who ride the bus on a regular basis, for field trips or other school-sponsored activities or who are riding as a guest of another student are expected to observe and adhere to the following rules:

1. Bus riders shall remain seated at all times, *in their assigned seat if one has been assigned*, and face the front of the bus until they reach their destination.
2. Keep hands, feet, elbows, knees, books, pencils and other objects to yourself.
3. No throwing of objects on the bus.
4. No obscene language.
5. No yelling or loud noises (including instruments, radios, etc). *Use of cell phones/cameras are not allowed on route and shuttle busses.*
6. All garbage should be placed in the containers provided. Food and drinks are not allowed on route and shuttle busses.
7. No teasing, name-calling or unacceptable nicknames.
8. Nuisance items should be left in book bags or left at home (ie. Skateboards, Roller Blades and playing or collecting cards).

VIOLATIONS OF DISTRICT 0R-1 BUS RULES WILL RESULT IN DISCIPLINARY ACTION.

Refer to the Discipline Policy and School Rules section (p. 15-23) of the handbook to review how misconduct on the school bus may be handled.

Ceremonies and Holiday Observances

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

September 17 shall be designated as Constitution Day. The district shall hold an educational program(s) for all students on the United States Constitution each September 17th. When September 17th falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

Character Counts Program and the Six Pillars of Character

Bennet Elementary School was selected as one of three schools in Lancaster County to receive and implement the Character Counts Program through a grant from the County Extension Office and the Lancaster County School to Work Agency in 1997. We continue to use the program as an integral component of our student expectations and behaviors.

What is Character Counts? Character Counts is a nonpartisan alliance of over 100 nonprofit organizations dedicated to fortifying the character of America's youth with Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character Counts is a curriculum designed to: emphasize the need for character, teacher the six pillars of character, encourage accountability, enhance ethical decision-making, create an atmosphere that encourages good character, and support character development activities. The mission of Character Counts is to increase public awareness of the need for character education, and prepare our youth to be positive contributors to society.

Our goal is to have the six pillars of character become an integral part of our school climate and an expected standard for student behaviors.

The Six Pillars of Character

Trustworthiness

- Be Honest
- Don't deceive, cheat or steal
- Be reliable-do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal-Stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule

- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Deal peacefully with anger, insults, and disagreements

Responsibility

- Do what you are supposed to do
- Persevere; keep on trying
- Always do your best
- Use self-control
- Be self-disciplined
- Think before you act-consider the consequences

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Caring

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

Citizenship

- Do your share to make your school and community better
- Cooperate
- Stay informed
- Be a good neighbor
- Obey the laws and rules
- Respect authority
- Protect the environment

Child Abuse/Neglect

Staff members of District OR1 Schools are required by law to report any suspected or known cases of child abuse or neglect to the proper authorities.

Closed Campus

Once students have arrived at school, they are to remain on the school grounds until the close of the school day or be considered truant and dealt with accordingly. Students may only be excused through the office to a parent/guardian or someone else designated by the parent/guardian.

Clothing & Supplies

Make sure that clothing articles are clearly marked with student's names. To maintain the gym floor we ask that each student have a pair of tennis shoes for indoor use. Indoor shoes are stored in the rooms. These should be marked in some manner so the shoes can be returned to the student in the event they are lost.

Most teachers provide a list of items which would be helpful for students to have. In general, it would be helpful for students to have some type of notebook to maintain papers. In the upper grades, pens, pencils and colored markers are also appropriate. Book bags have seemed to become a popular item among students. These are not required, however, they do make transporting of papers, books, etc. to and from school much easier. Again, any item which the child brings to school should be permanently marked to identify the owner.

Complaint Procedures:

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal, if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent, if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education, if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Computer Network, Internet and Other Computer Use Rules:

General Rules:

The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.

- (i) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (ii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iii) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

- (iv) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (v) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (vi) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (vii) Users shall not use or try to discover another user's account or password.
- (viii) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (ix) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (x) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (xi) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (xii) Users shall not use the computer to annoy, harass, or bully others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (xiii) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (xiv) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xv) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without permission of the network or building administrator.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (xvi) Be polite. Do not become abusive in your messages to others.
- (xvii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (xviii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (xix) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (xx) All communications and information accessible via the network should be assumed to be private property of others.

- (xxi) Do not place unlawful information on any network system.
- (xxii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (xxiii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (xxiv) Other rules may be established by the network administrators or teachers from time to time

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Damage and Loss of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done, replace the item or make some other appropriate form of restitution.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students may be charged replacement or repair costs for lost or damaged books. Students must pay all fines before they can receive school publications and final grades.

Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Discipline Policy & School Rules

Corporal punishment of students is prohibited by the Board of Education. However, this policy does not prohibit protective activities whereby District OR1 School personnel act to protect self, others or property of or on District OR1 School premises.

Bennet Elementary School students are protected against arbitrary punishment under the Constitution of the United States and Nebraska State law. All disciplinary actions at Bennet Elementary School will be in accordance with Nebraska Law. In no case will a student be denied the procedural due process guaranteed by the Fourteenth Amendment of the United States Constitution.

While individual teachers maintain specific rules pertaining to their classrooms, these rules fall under **five** general school-wide rules for providing a learning environment. Those rules are as follows:

1. **Do your best job.**
2. **Be courteous and respectful to others.**
3. **Work and play safely.**
4. **Respect public and private property.**
5. **Observe and follow the Six Pillars of Character.**

(see page 12)

We believe that children need to learn in a caring atmosphere that is free from distraction and disruption. This environment is the right of every child and maintaining this environment is the responsibility of every child and staff member. We also believe that children are accountable for the results of their decisions and actions. One of our jobs as parents and school staff members is to help children to make good decisions and to respect the rights of others. These beliefs are the basis of our school-wide discipline plan - a plan which will help to enhance Bennet Elementary's positive learning environment.

Consistency is a key element in this discipline plan. Children must know the rules, expectations and consequences and know they are consistent school-wide.

When one of the school or classroom rules is broken, the child's name will be recorded. At a time when the learning atmosphere is not interrupted, the teacher and the child will discuss privately why the name was recorded. During the name and check process, teachers may use their discretion about loss of privileges in the classroom. Checks will be placed beside the child's name for repeated violations of the school rules. Upon receiving the second check, the child will go to the principal's office with a form from the teacher in order to conference with the principal. The principal will have the child tell about the incidents leading to the visit, record the date of the visit for future reference.

If a child should pass through this sequence again, the principal will send a note home to the parents. The parents will be asked to discuss the incident with their child and sign and return the form to the principal.

A third office visit will require the presence of the parents at a conference with the child's teacher, the principal and, if possible, the guidance counselor. The child will be included in this conference if deemed appropriate. The conference resulting from the third visit to the office will be held the next day or at another time which is convenient for all involved. Upon the third visit, the child may spend one day in in-school suspension. The child will meet weekly with the guidance person until the child's behavior improves.

Subsequent visits to the principal will yield the same steps as the third visit with additional visits including additional in-school suspension time. After this point in the plan, extenuating circumstances may require additional measures and each case will be considered on an individual basis. It should be noted that fighting, use of inappropriate language, insubordination and willfully endangering another person will result in an immediate visit to the principal and a phone call to the parents.

This is a semester plan. All students will start each semester with a clean slate. This plan is in compliance with District OR1 Board of Education policy and Nebraska State Statutes.

Other possible consequences for violation of our school rules and bus rules may also include but not be limited to:

Detention - A period of time before or after school for which a student must report as a result of infractions of the Bennet Elementary School rules. Detention may be assigned by any teacher within Bennet Elementary School and will be served with the assigning teacher at a time determined by the teacher or with the principal at a time determined by the principal. Before assigning a time for detention, parents will be notified by phone, a note, or in person, of the pending detention. Detention after school will last until 4:00 p.m. but, may be longer, at the discretion of the principal, if deemed appropriate.

Loss of Recess – Students may lose recess privileges for a period of time. They may report to their teacher or the principal's office.

Conference - A formal conference is held between the student and one or more school officials. The conference will be recorded in the administrative log.

Parental involvement - Parent(s) or guardian(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent(s), or legal guardian(s), appropriate school personnel, and any other individuals concerned. This conference will be recorded in the administrative log.

Emergency Exclusion - Exclusion of a student from attendance, if the student has a dangerous disease or the student's conduct presents a threat to the physical safety of the school community, until the circumstances justifying the exclusion have been resolved.

School/Community Service - Work required of the student at the school or within the community. This work is for the benefit of the school/community and a service provided by the students as a result of disciplinary action. School/Community Service may be assigned in conjunction with detention or In-School Suspension.

In-School Suspension - Assigned for infractions of the Bennet Elementary School rules, students will be isolated in a designated school area for a time not to exceed five (5) school days. While on In-School Suspension, students will not be counted absent and will be required to complete all classroom assignments. Students will be ineligible for all school activities during this time.

Short-Term Suspension - The exclusion of a student from Bennet Elementary School attendance and participation in all school activities for a period not to exceed (5) school days. During an out-of-school suspension, the student will receive zeros for all classes missed.

Long-Term Suspension - The exclusion of a student from Bennet Elementary School attendance and participation in all school activities for a period exceeding five (5) school days, but less than twenty (20) school days.

Expulsion - Expulsion from attendance for at least twenty (20) school days and up to one year for certain acts of student misconduct.

Procedures For Exclusion from School

The following will constitute grounds for short-term suspension, long-term suspension, or expulsion, when such activity occurs on District OR1 School grounds, during any District OR1 School sponsored or District OR1 school-sanctioned event off school grounds, or when students are being transported in vehicles dispatched by District OR1.

1. Use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property or maliciously defacing or damaging property.
3. Causing or attempting to cause personal injury to any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person will not constitute a violation of this section.
4. Threatening or intimidating a student for the purpose of, or with the intent of, obtaining money or anything of value from said student.
5. Knowingly possessing, handling, using or transmitting any object that is ordinarily or generally considered to be a weapon.
6. Engaging in the unlawful selling, usage, possession, being under the influence of, or dispensing of a controlled

substance or an imitation controlled substance, a substance represented to be a controlled substance, or alcoholic beverages, tobacco products or narcotics, drugs or controlled substances.

7. Forging notes for excuses for absences.
8. Use of profanity, vulgarity or abusive language.
9. Commission of serious or repeated acts of defiance or disobedience against a District OR1 school administrator, teacher or staff member, either in actions or words.
10. Public indecency.
11. Sexually assaulting, or attempting to sexually assault any person, including sexual assaults and attempted sexual assaults that occur off school grounds and not at an educational function or event.
12. Sexually harassing any student, school volunteer, school employee, or district employee in violation of the Sexual Harassment Policy set forth in board policy.
13. Engaging in any other unlawful activity as determined by the laws of the United States or the State of Nebraska.
14. Repeated violation of any of the Bennet Elementary School rules or any rules adopted by District OR-1, if such violations constitute a substantial interference with school purposes.

Procedures for Short-Term Suspension

The principal or his designee may deny any student the right to attend or to take part in any school function for a period of up to five (5) school days for the commission of any act identified in Section II (B) above.

The following procedures will apply to all short-term suspensions:

1. The principal or his designee will make a reasonable investigation of the alleged conduct or violation forming the basis of the short-term suspension.
2. The principal or his designee will make a determination that the short-term suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
3. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against him or her. The student will be advised of what he or she is accused of having done, the basis of the accusation, and an explanation of the evidence.
4. The student will be afforded an opportunity to explain his or her version of the facts to the principal or his designee.
5. Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or his designee will send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be afforded to the student and parents or guardian of the student to confer with the principal or his designee ordering the short-term suspension. A reasonable effort will be made by the principal or his designee to confirm the conference time in writing and to specify in said writing the reason for the short-term suspension. The principal or his designee will determine who in addition to the parents will attend the conference.
6. A written report of all short-term suspensions will be given to the office of the superintendent of schools.

Procedure For Long-Term Suspension or Expulsion

The principal or his designee may determine that the commission of any act identified in Section II (B) above requires long-term suspension for a period exceeding five (5) school days, but less than twenty (20) school days; or expulsion from school.

The following procedures will be followed with regard to any long-term suspension or expulsion, except where expressly limited to expulsions:

1. The principal will prepare a written summary of the alleged violation, the evidence supporting the alleged violation, and the recommended disciplinary action, which will be filed with the superintendent of schools.
2. If the principal deems a disciplinary penalty to be appropriate, the principal will either serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision. The notice will include the following:
 - a. The rule or standard of conduct allegedly violated by the student, and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student as submitted by the principal.
 - b. The penalties to which the student may be subjected and the penalty which the principal has recommended in the charge.
 - c. A statement explaining the student's right to a hearing on the charges upon request.
 - d. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - e. A statement that the principal or designee, legal counsel for the school the student, the student's parents or the student's representative or guardian will have the right to (i) examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct; and (ii) the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony a reasonable amount of time prior to the hearing.
 - f. A form or request for hearing to be signed by such parties and delivered to the principal in person or by registered or certified mail.
3. Nothing in this policy will preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
4. When a notice of intent to discipline a student by long-term suspension or expulsion is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension or expulsion takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose, or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
5. In the event that the principal or his designee has not received a request for hearing within five (5) school days following actual receipt of the written notice, the disciplinary penalty recommended in the charge by the principal will automatically go into effect.
6. If a hearing is requested after the end of five school days following the actual receipt of the written notice, but prior to thirty calendar days after actual receipt, the student will be entitled to a hearing, but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student will not be entitled to a hearing.
8. In the event that a hearing is requested within five school days from receipt of the written notice, the superintendent will appoint a hearing officer.
9. If a student is expelled for the balance of the semester in which the misconduct occurred, the student will return to school the next semester unless (a) the misconduct occurred within ten school days prior to the end of the first semester of the school year, in which case the expulsion shall remain in effect through the second semester; or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and first semester of the following school year.
10. If a student is expelled for the balance of a semester for causing or attempting to cause personal injury to a school employee, school volunteer, or student; or for the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, the student shall be expelled for the remainder of the entire school year if the misconduct took place during the first semester of the school year. If the misconduct took place during the second semester of the school year, the expulsion shall remain in effect for summer school and shall remain in effect for the first semester of the following school year.

11. If an expulsion is to remain in effect during the first semester of the school year following the misconduct, the expulsion shall be automatically scheduled for review before the beginning of that following school year. A hearing officer will conduct a review of the evidence supporting the expulsion, after having given notice to the student and the student's parents or guardian that the review is beginning. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances since the original expulsion decision. This review may lead to a recommendation by the hearing examiner that the student be readmitted to school. If the student was originally expelled by action of the school board of education, the student may be readmitted at the beginning of the following school year only by action of the board. Otherwise, the student may be readmitted by action of the superintendent.

12. Expulsions may be modified or terminated by the school district at any time during the expulsion period.

Alternative Programs for Expelled Students

An alternative school, class, or educational program (herein after referred to as an alternative program) shall be made available to all expelled students as and to the extent required by law. The Superintendent or Superintendent's designee shall make known to expelled students what alternative programs are available during the expulsion period. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) If the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice with recommendation to expel, (2) If the student has requested a hearing, the date the student, parent, or guardian, receives notice of the determination of the Superintendent or Superintendent's designee to expel the student, or (3) Such other date as shall be mutually agreed by the student, parent, or guardian and the administration.

The approved alternative programs are: (1) community based programs, (2) home based programs, (3) specialized tutorial experiences, and (4) distance learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific programs and enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative programs shall hold a valid Nebraska Teaching or Administrative Certificate. The extent that the alternative program is to be community based or off-site, such alternative programs shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teacher or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student, based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs as determined in the discretion of the Superintendents or the Superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The Superintendent or the Superintendent's designee shall have establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required as a condition of such alternative programs being available, to agree in writing to pay the tuition or other similar costs for such program.

The standards of student behavior or cooperation required of students in the regular programs of this district shall also be required of expelled students, throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by the disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may by action of the Superintendent or Superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available unless waived by the parent or legal guardian.

Upon pre-approval by the Superintendent or Superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded may be equal to one-half of the academic credits a student would earn for completion of a similar educational program as determined in the discretion of the Superintendent or Superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program as determined by the teacher and the Superintendent or Superintendent's designee. The superintendent or Superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement (i.e. grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

Hearing Procedures

1. Hearing officer. The hearing officer will be any person designated by the superintendent of schools. The hearing officer will be an individual who has no involvement in the charge, who will not be a witness at the hearing, and who has not brought the charges against the student. It will be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer will be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, or the student's parents or guardian may have regarding the nature and conduct of the hearing.
2. Administrative representative. The superintendent of schools will appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney will not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer will, within two (2) school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing will be scheduled within a period of five (5) school days after it is requested. No hearing will be held upon less than two (2) school days actual notice to the administrative representative, the student, and the student's parents or guardian, except with the consent of all parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer will have the discretionary authority to continue the hearing from time to time. In addition, the hearing officer may continue the hearing upon any god cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, or the legal counsel for the student will have the right to examine the records and affidavits and the statements of any witnesses in the possession of the board of education at any reasonable time prior to the hearing.
6. Hearing procedure. The hearing will be attended by the hearing officer, the student, the student's parents or guardian, the student's representative, if any, and the administrative representative. Witnesses will be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The formal rules of evidence will not apply at the hearing. The administrative representative will present to the hearing officer the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents or guardian or representative prior to the hearing. The information contained in such records will be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. the student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony will be under oath and the hearing officer will be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or hearing officer will have the right to question any witness giving information at the hearing. The student may testify in his or her own defense in which case he or she will be subject to cross-examination. The student, however, will not be required to testify in his or her own defense, in which case he or she will not be subject to cross-examination , nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing will be given the same immunity from liability as a person testifying in a court case.

7. Availability of witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and will make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing will be recorded at the expense of the school district pending all of the disposition. If one student is charged with violating the same rule or having acted in consort with others, and when the alleged facts appear to be substantially the same for all of such students, a group hearing may be conducted for such students if in the discretion of the hearing examiner a group hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.
9. Group hearings. If during the conduct of a group hearing, the hearing examiner concludes that any of the student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
10. Findings. within a reasonable time after the conclusion of the hearing, the hearing officer will prepare and submit to the superintendent his or her written findings and recommendations as to disposition. This report will explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension or expulsion.
11. Review by superintendent of schools. The superintendent of schools will review the findings and recommendations of the hearing officer, and in his or her discretion may also review any of the facts and evidence presented at the hearing, and based upon such report and the facts will determine the sanctions to be imposed. However, the superintendent of schools may not impose a more severe sanction than that imposed by the hearing officer.
12. Notice of determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools will be made by certified or registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents or guardian, the determination of the superintendent of schools will take immediate effect.
13. Appeal to board. The student, student's parents or guardian may, within seven (7) school days following a hearing, submit to the superintendent of schools or the secretary of the Board of Education, a written request for review by the board.
14. Review by the Board of Education. Upon receipt of the request for review of the superintendent's determination, the board will within ten (10) days of the request for review, hold a hearing on the matter. Such hearing will be made on the record except that the board may admit new or additional evidence to avoid a substantial threat of unfairness. Such new evidence will be recorded. The board may withdraw to deliberate privately upon the record and new evidence. Any such deliberations will be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the schools case before the hearing officer.

The receipt of new evidence is subject to the right of all parties to be present. A record of any such new or additional evidence will be made and will be considered as a part of the record. Based upon evidence presented at the hearing before the hearing officer, and such new or additional evidence, the board will make a final disposition on the matter. The board may alter the superintendent of school's disposition of the case if it finds the decision to be too severe, but it may not impose a more severe sanction.

The final decision of the board will be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Within thirty days of service of the final decision of the board, the student or parent/guardian may request a review of the decision in the district court of the county in which the action was taken.

Procedures For Emergency Exclusion.

A student may be excluded from the District OR1 Schools in the following circumstances by the principal, superintendent of schools or other persons as may be from time-to-time authorized by the superintendent of schools:

1. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or safety of the school community.

2. If the student's conduct presents a clear threat to the physical safety of himself, herself or others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the rights of other students to pursue an education.

Such exclusion will be subject to the procedural provisions of short-term suspension, provided that, if the superintendent of schools or his designee determines that such exclusion will extend beyond five school days, the procedures set forth for long-term suspension or expulsion will be followed, and a final determination will be made by the hearing officer within ten school days after the initial date of exclusion.

An emergency exclusion will be based upon a clear factual situation warranting it, and will last no longer than necessary to avoid the dangers described in (1) and (2) above.

Notices Required

All notices and recommendations required to be sent to a student or the student's parents or guardians under the Bennet Elementary School guidelines will be considered effectively given if personally delivered to or sent by certified or registered mail to the student or the student's parents or guardian; or when the student or his or her parent or guardian have actual knowledge of the information contained in the notice

If the situation warrants, these consequences may be invoked immediately, regardless of previous steps in the discipline policy.

Dress Code

No article of dress will be worn which depicts profanity or suggestive inscriptions. Clothing may not advertise any form of tobacco, alcohol, drugs or anything pertaining to them. Also, any attire which has wording or pictures which are vulgar or sexual in interpretation will not be permitted in school or at school activities. See through clothing is unacceptable. Hats, caps, other headgear or sunglasses will not be worn in the building during the school day unless a special dress-up day is proclaimed. Shoes or sandals must be worn at all times. Basically, any article of dress which causes a distraction in the school environment will not be allowed.

During warm weather, students are allowed to wear shorts of a reasonable length. Please make sure, however, that students are dressed appropriately for the weather conditions. We do have recess outside whenever possible. If a student is not dressed appropriately for the weather, they may be required to spend recess in the office. This is not a punishment. We are simply concerned with your child's well being.

Generally, attire and grooming are left to the good judgment of students and parents/guardians. However, in the event that a student's attire is deemed unacceptable due to inappropriate or suggestive depictions:

1. The student may be asked to turn the garment inside out and not to wear it again, or be requested to wear clothing provided by the school office
2. If the garment is worn for a second time, the parents will be notified and asked to bring other clothing to school for the child to change into.
3. Any other action deemed appropriate by the principal may be taken.

The principal reserves the right and has the responsibility to decide if a person's style of dress or appearance is in violation of these guidelines or if it is causing a distraction.

Drills - Fire & Tornado

We are required by law to have at least ten fire drills each year. Teachers visit with students about the importance of these drills and proper procedures. In the event of a fire or fire drill, signal horns will sound. Students will use the following exits:

- Kindergarten Rooms: Use south exit from the room.
- First Grade Rooms: Use south exit from Mrs. Meyer's room.
- Second Grade Rooms: Use south exit from K.G. rooms
- Third Grade Rooms: Use west exit in north hall.

- Computer Lab: Use main east exit
- Speech Room and Media Center: Use main east exit
- Counselors Office: Use south exit in west Kindergarten Room.
- Fourth Grade Rooms: Use west exit in north hall.
- Fifth Grade Rooms: 5V-Use north exit in east hall. 5B-Use north exit in room.
- Sixth Grade and Resource Rooms: Use north exit in east hall.
- Science/Art Activity Room: Use north exit in east hall.
- Music Room, Office, Title I and Lunchroom: Use main east exit.
- Gymnasium: Use south gym exit.

Students and staff members exiting the south exits and southwest hallway are to go around the south side of the building and to the parking lot south of school. Students going out the north side of the building and the northwest hallway exit are to go around the north side of the building and proceed east to the tennis courts. Students and teachers in kindergarten through second grades are to assemble in the parking lot south of school. Students and teachers in third through sixth grades are to assemble on the tennis courts. These will be the designated areas for each grade. If a student is separated from his/her class, he/she should leave the building using the nearest exit and meet his/her class in the designated area. It is important that students walk calmly and quietly in a single file line and that the last student out of the exit closes the door behind them.

Tornado Procedures. We are also required to have at least one tornado drill per year. The importance of these is also stressed to the students. In the event of a tornado drill or a tornado warning, classes will proceed to the following areas:

- Kindergarten: Counselor's office
- First & Second Grades: Title I Room
- Third Grades: Computer Lab underneath computer tables
- Fourth Grades: Speech Room and North Resource Room
- Fifth and Sixth Grades: Resource Room (fifth grades use north entrance, sixth grades use east entrance)

If there is a **tornado watch** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a **tornado warning** or a **tornado drill**, class bells will sound intermittently. All students should come in from outside and go to the assigned areas immediately. Once there, they must remain quiet and listen for further instructions from staff members. Flashlights are available in all areas in case of power failure. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Bennet Elementary School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Dual Enrollment

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

Field/Activity Trips

If the economy permits, field trips are taken from time-to-time. The purpose of these field trips is to broaden the student's educational experiences. Parents will be asked to sign a permission slip before a student can attend. Occasionally students may be asked to bring money to pay admission to an attraction. These are usually nominal amounts. Students who become discipline problems on a field trip may not be allowed to attend future field trips. Sometimes, field trips within the communities are planned. If you have ideas for field trips which pertain to the students learning, please contact your child's teacher.

Students involved in any activity away from District OR1 (athletic contests, field trips, music events, etc.) are required to ride to and from the activity on school-provided transportation when offered. These requirements may be waived, however, under various and extreme circumstances. This may be accomplished by requesting and completing a form available in the principal's offices. This form must then be given to the appropriate principal at least two full school days prior to the departure time for the event. The principal will make the final determination of the request based upon the reasons given and what is in the best interest of the individual, sponsor, group and school. Approved requests will then be forwarded to the appropriate activity sponsor.

Parents, guardians or their designee must be present when the student is released from the sponsor or when the student meets the group. If the person is unknown to the sponsor, identification must be shown and the appropriate form signed to pick up the student.

Forms

A number of forms are required by the school. Some are required by state law, others are primarily for the purpose of updating our files. In some instances, these forms are required before registration. Please see that the following forms are returned and in your child's file by the end of the first week of school:

Registration Form - New students and kindergartners only or changes must be noted for previously registered students.

Immunization Form - New students, kindergartners and updates for previously registered students (required before your child may enter school).

Birth Certificate - Upon initial entry into our school, must have the raised state seal.

Emergency Card - One must be completed for each student and returned to school.

Physical Form - Students entering kindergarten or moving to our school from a different state.

Computer Update Form - This form is used to help us maintain accurate mailing and other pertinent information.

Grades & Reporting to Parents

Report cards are sent home four times per year. Parent-Teacher Conferences are held twice per year. We believe that communication is extremely important. Conferences are a time for parents and teachers to ask questions and receive information which will help the students progress at school and at home. There is a limited amount of time for conferences. We ask that you stay within the time allotted to you. If you have not finished with your conference, please arrange another time with the teacher so the schedule can be maintained and others do

not have to wait. It is a good idea to bring a list of questions you might have to the conference. Ask your child if there is anything which needs to be discussed.

If, during the course of the school year, you have questions, please do not feel you have to wait until conference time to ask. Please call your child's teacher. Many times, a problem can be rectified if everyone is aware of it at its earliest stages. Following is the grading scale used at Bennet Elementary:

94-100	A
86-93	B
78-85	C
70-77	D
0-69	F
Incomplete	I

If an incomplete is not made up within ten (10) school days after the grade has been issued, it becomes an F. The time limit may be waived or extended with the consent of the principal and the teacher involved for such circumstances as serious illness or a death in the family.

Head Lice

Head lice are considered to be a nuisance disease and are not a major public health concern. However, in order to keep infestations to a minimum, adequate screening and treatment measures must be followed. Periodic screening will take place during the school year. The purpose of screening is to identify untreated cases as soon as possible to prevent potential spread of the disease. When an individual case is identified during the course of the school year, the entire classroom or grade of students will be screened. If parents identify head lice in their children they should notify the school immediately so screening measures can be enacted.

The following procedure will be followed when a student is identified with Head lice at school.

1. When a student is found to have head lice, he or she shall be excluded from school for treatment. The parent/guardian shall be notified to come pick up the student. The student may return to class when the parent/guardian confirms that a treatment method has been utilized and the child has no visible live lice.
2. The parents/guardians will be given complete and appropriate information on the subject of treatment for head lice. This information will include components on use of an appropriate chemical treatment shampoo, emphasis on nit removal, and guidelines on environmental factors in the house in regards to louse control.
3. Upon return to the school, the student will report to the school office for a head check. The student will not be allowed to return to class until no live lice are found. During the first occasion of infestation a student will be allowed to return to class with nits. The child will be rechecked in 7-10 days for emergence of hatching or live lice, which if found will result in exclusion and treatment be repeated.
4. Treatment and return to school should take place within 2 days. If the student has not returned to school within 2 days, the school will make a telephone contact with the parent to inquire about the progress of treatment and encourage that the child return to school as soon as possible.

Once again, these measures and actions are followed to minimize and control the spread of lice within the school. If you have any questions about these measures or how to treat head lice please feel free to contact the school.

Immunizations

Immunizations against the following diseases are required for every child. A summary of school immunization rules and regulations is listed in the chart below.

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
2-5 year olds enrolled in a school based program not Licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 1 dose of MMR given on or after 12 months of age, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of Hepatitis B vaccine, 1 dose of varicella (chickenpox) given on or after 12 months of age.
Students entering school for the first time (K or 1st Grade) Students entering 7th Grade, Transfer students from outside the State of Nebraska regardless of grade (includes any foreign students)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month. 3 doses of Hepatitis B vaccine 1 dose of varicella (chickenpox) given on or after 12 months of age and prior to 13 years of age. If over 13 years of age 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
All students not listed above	3 doses of DTaP, DTP, DT, or Td vaccine 3 doses of polio vaccine 2 doses of MMR vaccine 3 doses of Hepatitis B vaccine.

Students must show proof of immunization upon enrollment in school. **Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.**

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Illness & Injury at School

Generally, when a student becomes sick at school, they are sent to the office. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

If a student is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, we will make every effort to contact you or someone on your emergency list.

Please do not send your child to school if they appear to be or are sick. Also, we request that you not send your child to school for 24 hours after they have had a fever. If they return to school too soon, they may still be contagious or could get sicker because their defenses are down.

Kindergarten Enrollment

Beginning in the 2012-13 school year, the beginning date for enrollment into kindergarten will change from October 15 to July 31 of the school year in which the child seeks admission. Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten

Lost & Found

If an item is found which does not belong to you, it can be placed in the large lost and found box located outside the music room or brought to the office. If you have lost an item, please look through the lost and found box and contact the office. We will try to help locate items but cannot be responsible for items which students or others lose.

Lunch/Milk/Breakfast

Lunch Milk and Breakfast prices are as follows:

Student Hot Lunch.....	\$1.90
Student Hot Lunch (reduced).....	\$.40
Adult Lunch.....	\$2.90
Recess/Cold Lunch Milk.....	\$.30
Student Breakfast.....	\$1.25
Student Breakfast (reduced).....	\$.30
Adult Breakfast.....	\$1.75

District OR1 participates in the federally funded free/reduced hot lunch/breakfast program. If you feel your income and family size qualifies you for free or reduced lunches, please contact the school so the necessary form may be completed. If your financial situation changes significantly, please notify us as well.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Payment of Lunch/Breakfast Accounts

Our lunch accounting system is set up so that each family has a single-family account. Parents will be expected to send money to be deposited in this account similar to a bank account. Their child/children in both the elementary school and the Jr.-Sr. High School will be able to spend that money for lunches or ala carte items. Expenditures will be deducted from the balance of the family account. The accounting system records when kids eat and how much was spent. When the account gets low the school will notify parents so that they can maintain a balance in their family account. **Should the family account be exhausted, students will be expected to pay**

for their lunches prior to consumption.

Meals must always be provided to pre-primary and young primary (K-3) students or for any handicapped students who may be unable to take full responsibility for a meal ticket.

Weekly-Biweekly-Monthly Prices For Lunch, Milk, and Breakfast

5 Lunches.....	\$9.50
10 Lunches.....	\$19.00
20 Lunches.....	\$38.00
40 Lunches.....	\$76.00
5 Cartons of Milk.....	\$1.50
10 Cartons of Milk.....	\$3.00
20 Cartons of Milk.....	\$6.00
5 Breakfasts.....	\$6.25
10 Breakfasts.....	\$12.50
20 Breakfasts.....	\$25.00
40 Breakfasts.....	\$50.00

Breakfast Schedule

In order to serve more students in a efficient manner, we will continue to serve students from elementary and high school at both buildings. Breakfast will start at 7:30 a.m. at both schools. Bennet country bus students will be able to start eating breakfast at 7:30 in Bennet. High school and junior high students will be served first, so they may eat and get on the bus. Elementary students from the Bennet country buses will be served after the high school students. Bennet Elementary town students will be served from 8:00 - 8:15. Palmyra Town students and country students may start eating breakfast in Palmyra at 7:30. **Palmyra town students must eat in Palmyra and be finished in time for the shuttle bus to Bennet at 8:05.** Elementary students from Douglas and Palmyra country bus students will eat at Bennet when they get off of the shuttle at 8:25. The following schedule has been set up to accommodate students that wish to take part in the breakfast program.

Bennet School

7:30 - 7:50 Bennet Rural Bus Student's Junior High and High School students will be served first
7:45 - 8:00 Bennet Rural Bus Students. Elementary students
8:00 - 8:15 Bennet Town Students that wish to eat breakfast.
8:25 - 8:35 Palmyra and Douglas Country Bus students

Palmyra School

7:30 - 8:00 Palmyra Town Students. Elementary Shuttle Bus Students and High School Students.

Bennet town students that do not wish to eat breakfast are requested not to arrive at school until 8:20 a.m. Bennet rural bus students will report to early bus duty in the gym or on the playground following breakfast. Bennet town students will report to their classrooms at 8:20 following breakfast. Palmyra shuttle bus students that eat will report to their classrooms as soon as they are done eating breakfast. Those shuttle bus students not eating breakfast will report to their classrooms on arrival at school.

Lunch Schedule

Lunch schedules are as follows:

Kindergarten - 11:10-11:35
First Grade - 11:55 - 12:15
Second Grade- 12:05-12:25
Third Grade - 12:15-12:35
Fourth Grade- 12:25-12:45

Fifth Grade - 12:25-12:55
Sixth Grade - 12:45-1:05

Patrons and parents are always welcome to attend lunch. Please call before 9:00 a.m. or send a note with your child when you plan to attend lunch with your child. This helps us to prepare additional food, if necessary.

Make-Up Work

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 11:00 a.m.

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students **may** receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Medications

According to Nebraska law schools must have written permission from parents/guardians to administer any type of medication to students. Medication is defined as any over-the-counter or prescription drug to treat medical conditions. This includes, but is not limited to, aspirin, cough drops, antibiotics and the like. Medicine must be in its original container and must be accompanied by a completed medication permission form, saying how much to take, when to take it, the name of the medication, how long the student will be taking the medication and the date. Permission forms are in the back of this handbook. Additional forms are available at the school office.

Prescription medications and Long-term medications that will require administration on a regular basis must also have a Physicians authorization from completed and on file at the school office. These forms are available in the school office. If the child is taking a prescription drug, ask your pharmacist for an additional empty bottle with the prescription label on it as well. Send only the amount of medicine the child will need at school. This eliminates the child carrying the medication to and from school each day.

A written record of the administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

Asthma and Allergic Reaction Protocol

Bennet Elementary has adopted the following Asthma and Allergic Reaction Protocol as required by state law. The protocol is a response that trained school officials will carry out in the case of a severe asthma or allergic reaction (anaphylactic shock) by a student in school. Parents wishing to have their children exempted from receiving this protocol may sign a waiver by contacting the school office (782-3535).

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR**. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

Chest tightness

Wheezing
Severe shortness of breath
Retractions (chest or neck “sucked in”)
Cyanosis (lips and nail beds exhibit a grayish or bluish color)
Change in mental status, such as agitation, anxiety, or lethargy
A hunched-over position
Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
Abdominal: pain, nausea and vomiting, diarrhea
Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. **CALL 911**
2. Summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat two times back-to-back,
Administer CPR, if indicated

Self-Administration of Medications.

Students may be required to take medication during the school day. The district shall establish procedures which may allow students to self-administer medications for diabetes and asthma/anaphylaxis. Other medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act.

These guidelines must be followed for self-administration of medication by a student.

Upon completion of required procedures, the district and parent or guardian, in consultation with the student’s physician, will develop a diabetes or asthma/anaphylaxis medical management plan for the current school year.

The plan shall:

- Identify the health care services the student may receive at the school relating to the condition;
- Evaluate the student’s understanding of and ability to self-manage his/her condition;
- Permit regular monitoring of the student’s self-management of his/her condition by an appropriately credentialed health care professional; and
- Be signed by the student’s parent or guardian and the physician responsible for treatment of the student’s condition.

For asthma/anaphylaxis the plan will also:

- Include the name, purpose, and dosage of the prescription medication prescribed for such student; and
- Include procedures for storage and access to backup supplies of such prescription medication.

The parent or guardian shall sign a statement that:

- The district and its employees and agents are not liable for any injury or death arising from a student’s self-management of his/her condition; and
- Shall indemnify and hold harmless the district and its employees and agents against a claim arising from

- a student's self-management of his/her condition.
- Any injury to others as a result of the student's self-medication shall be the parents' responsibility

The student shall promptly notify the person designated in the student's self-management plan when the student has self-medicated.

Money

If money is sent to school, please make sure it is in an envelope with the student's name on it and a note with it describing what the money is for. Money for hot lunch and cold lunch milk is maintained by the office. The school secretary collects the money each morning. We ask that you send enough money to buy five, ten or twenty lunches or cartons of milk. This reduces a great deal of paperwork our secretary and for you.

Other money, such as that for book orders, field trips, etc. is handled by the classroom teacher as well. Again, make sure that the money is in an envelope marked with the child's name and what the money is for.

Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Bennet Elementary School it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Newsletters

Each week, an elementary newsletter will be published. These newsletters will contain helpful tips for parents, news of the elementary and announcements of upcoming events. One newsletter per family will generally be sent home with your oldest child in the elementary school. At times, each child may receive a newsletter. Please watch for these on the last day of the school week. ***The newsletter is also posted weekly on the school website.***

Non-Discrimination Statement

It is the policy of District OR1 Schools not to discriminate on the basis of race, color, national origin, sex, marital status or handicap in its educational programs or activities as required by Title VI, Title IX and Section 504 of federal law. As a student of Bennet Elementary School and District OR1, you are protected from discrimination in these areas.

The Superintendent of Schools is the designated school official responsible for coordinating the efforts to comply with and implement the law. Complaints that are not satisfactorily answered by the building principal should be referred to the Superintendent in writing for reviews and investigation.

Parent Visitations

Parents are encouraged to visit their child's classroom at Bennet Elementary. Please make sure the teacher has been contacted in advance of the visit and asked when you may visit. It can be distracting to bring other children

into the classroom with you during a visit. We highly discourage this. A series of short visits of less than an hour are better than one visit of a longer duration. A student's attention and behavior is altered by visitors in the classroom. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal. Teachers are busy providing learning activities and will not be asked to supervise additional children. Friends may be allowed to eat lunch with students.

Before going into any classroom or visiting with any student or teacher, please report to the office. In this way, we can limit the number of interruptions to the regular school day.

Pets

Students are allowed to bring pets to school for show and tell. Permission of the teacher and/or principal is required before a pet may be brought to school. Parents may be asked to bring the pet and take it home with them. Pets are, by no means, allowed on the bus and are not allowed to stay the entire day. Pets which are normally passive and friendly may become aggressive when surrounded by a number of people.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

Pre-School Program

Bennet offers an accredited pre-school for 3-4 year old children. We offer two 3 and ½ hour class sessions on Monday – Thursday, with no classes on Friday. A morning session runs from 8:00 – 11:30 a.m. An afternoon session runs from 12:00 – 3:30 p.m. Mrs. Jean Cheney is the lead instructor for the pre-school. If you are interested in having your 3-4 year old children enrolled in the pre-school, please contact Bennet Elementary at 782-3535, so we may put you on our enrollment list.

Programs & Services

District OR1 has many programs to help students both academically and socially.

Title I - The Title I program offers additional help to those students who are having difficulty in math or reading and who meet certain qualifications. This program, at this time, is only available to first through sixth grades.

Art – Students meet once a week with the art teacher from our high school. Basic art skills knowledge and projects are taught in these classes.

Computer – Students meet at least twice a week with our computer tech para-educator and the classroom teacher. Starting in fourth grade students receive instruction in keyboarding, which continues through the sixth grade.

Resource/Special Education - We have a resource/special education program available for those students who have learning difficulties. In order for students to receive help, they must qualify under state guidelines. Any one interested may obtain a copy of the District OR-1 Special Education Program by contacting a building administrator. We have two full-time teachers in this program.

Physical Education - Students attend P.E. classes twice per week. Basic physical skills, sportsmanship and fundamentals of games are emphasized in these classes.

Music - Students meet twice a week for vocal music instruction. Students in fourth grade spend one quarter per

year learning the fundamentals of playing the recorder. Fifth and sixth grade students have the opportunity to participate in band. Individuals, small and large groups meet to learn to play instruments and to practice their musical skills. The instrumental program is a voluntary program.

Library - A half time library/media specialist is in charge of the media center and teaches library skills. Skills such as internet research, reference work, understanding the Dewey Decimal System and the like are taught to the students in the upper grades. Students are able to hear stories and check out books each week, as well.

Counselor - Students may be referred to the counselor by themselves, teachers and/or parents. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Spanish – Students meet once a week for online Spanish Classes presented by Teacher from ESU #5 via our distance learning cart. These classes take place in the art room in the afternoons.

School Psychologist - Our school psychologist does psychological testing and assists us in special education identification with students who are having academic or social problems.

Health Services - We are fortunate to have the services of the E.S.U. Health Van available to us twice each year. During the first semester and at Kindergarten Roundup, the nurses conduct a health screening for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure checks.

Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

We also have the resources of the Lancaster County Health Department at our disposal. They are available as resources to us throughout the year.

Speech/Language - Our Speech/Language Pathologist works with students who have difficulty with speech articulation and language. In order for students to receive help, they must qualify under state guidelines.

Promotion & Retention

The professional staff at Bennet Elementary will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff and the parents to be appropriate for the educational interests of the student and the educational program.

Recesses Rules

Recesses are provided for students. It is our philosophy that recess gives students a chance to have a break from classroom work. However, we believe it is still a learning experience for students. This is a time when students learn appropriate social behavior. They learn to share, be considerate of others, play fairly and develop friendships. There are times when students may not participate in recess activities. Examples would be to finish classroom work or to meet with faculty to discuss behavior. It should be noted that students are always supervised.

Following are rules developed to maintain safe conditions for students while playing on the playground or in the gym:

1. Teachers should send a note giving permission for students to be gone from the duty area before and after school. (Finish work, band lesson, discipline, etc.)

2. Only basic use of equipment is allowed (only go up ladders, go feet first down the slides, do not jump off the slide or slide down the support poles, etc.).
3. K-6 grade students are not to be on top of the tubes and jungle gyms, 3rd –6th grade may sit on the top of the tubes.
4. Do not swing around the bottom of the support poles on the slides and swing sets.
5. No ball tag.
6. Students need permission to leave the playground area. (go to restroom, get drink, get equipment, from cage or retrieve balls that go off of the playground.
7. Sit on swings and swing straight. Do not jump out of the swings. Do not play Chicken or Double swing
8. Do not throw or kick gravel dirt or rubber mulch.
9. Do not play on the steps or slide down the rails.
10. The neighbor's properties are off limits. This includes their fences and lawns.
11. Touch football only. (no tackling)
12. Do not climb on the fence.
13. Do not play on the stage while in the gym.
14. There should be no running on the bleachers.
15. Balls are not to be kicked in the gym.
16. No football games are allowed in the gym.
17. Balls, electronic games etc brought from home, may be used at your own risk. The school will not be responsible if they are lost our damaged. No cell phones are allowed on the playground or in the gym.

We have to consider the safety and well being of all students on the playground and in the gym. Various disciplinary actions may take place if the above rules are not observed and followed.

Generally, by using good judgment while on the playground, student can have fun and still be safe. By following these rules, you will be helping to keep the playground and gym safe places to play.

School Day Schedule

Although the individual classroom teachers will develop a schedule specific to their classroom and reflecting the special programs in which their students are involved, the school-wide schedule is printed here for your benefit. If you wish to contact a staff member, the best times to do so are between 8:00-8:25 a.m. or 3:25-4:00 p.m. Please refer to the following schedule if you have questions concerning the school day:

6:30 AM	Custodian on duty
7:00 AM	Before and After School Program Opens
7:45 AM	Bennet country students arrive
	Bennet country students eat breakfast
	Faculty supervision begins
8:00 AM	Faculty arrives
8:00 AM	Bennet town students eat breakfast
8:20 AM	Palmyra shuttles arrive
	Palmyra country students eat breakfast
8:20 AM	Bennet town students arrive

8:30 AM Classes begin

11:10 AM-1:05 PM Lunch (times vary from class to class)

3:20 PM	Dismissal
3:20 PM	Before and After School Program Begins
3:30 PM	Shuttles depart for Palmyra
4:00 PM	Bennet country students depart
4:00 PM	Faculty departs
5:30 PM	Before and After School Program Closes

Bennet country students will play in the gym or outside if weather permits. When students arrive in the gym, the following procedures should be observed:

1. Students go from the buses directly to the cafeteria and wait for directions on where bus duty will be held. Once the decision for bus duty has been made and bus duty supervisors are present, the students will proceed to bus duty.
2. Students will be allowed to enter the building to get equipment or help from other teachers after they have secured permission from the teacher on duty.
3. Instruments and lunch containers should stay in the gym or on the playground until students are dismissed to their classes.

Bennet country students will play in the gym or outside after school from 3:20-3:55 before being picked up by the buses.

Bennet town students should not arrive at school before 8:20 a.m. unless they are involved in music lessons, meeting with teachers, or have other school business. **Students who walk to school and arrive before 8:20 will either be asked to leave the school grounds or will be required to sit in the cafeteria until students are dismissed to their classes. These same students are also to leave the school grounds immediately upon afternoon dismissal.**

End of School Day: Our regular school day ends at 3:20 p.m. Make-up work, special help, assignments after school, meetings, bus duty supervision, and other school activities begin at 3:25 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

SCHOOL WELLNESS POLICY

A mission of Palmyra District OR-1 Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health.

Goals to Promote Student Wellness

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.
- For more details concerning our school wellness plan, contact the building principal.

Sexual Harassment

District OR-1 Public Schools prohibits sexual harassment of employees and students on any premise where the district has total control of the premises or can otherwise lawfully exert its jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your teacher, your principal, your counselor or your superintendent.

Sexual harassment includes any unwelcome conduct of a sexual nature directed at or to a specific student or students, or conduct that has the purpose or effect of unreasonably interfering with a student's work or performance, or which creates an intimidating, hostile or offensive environment. Specific types of conduct which are prohibited include, but are not limited to, jokes, statements, or comments, whether derogatory or complimentary in nature, which either explicitly or by implication, contain or can be reasonably interpreted to contain or refer to matters of a sexual nature; as well as physical contact, touching and visual conduct such as gestures, pictures, posters, cartoons, drawings or other written, printed or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain or refer to matters of a sexual nature.

We want you to know that you can attend school with security and dignity and without fear of insulting, degrading or exploiting treatment of a sexual nature.

Smoke-Free Environment

District OR-1 School declares all of our schools buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free and abide by our District's policy.

STUDENT ACTIVITY FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or no specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Student Fee Waiver

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year-to-year and must be completed annually. Student Fee Waiver Applications are available in the Principal's Office at both schools.

Additional Specification of Fees Which May Be Charged and Materials Which May Be Required Pursuant to the Student Fee Policy:

Schedule of Fees

Secondary Program	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Activity Fee	\$30.00
Lunch	\$2.00
Breakfast	\$1.50
Band uniform cleaning	\$10.00
Game admission fees	
Varsity	\$4.00
Junior Varsity	\$3.00
Jr. High	\$3.00
School Dances	\$5.00
School Plays	\$3.00
Summer Band Lessons	\$20.00
Junior-Senior Prom	\$90.00
FFA	\$18.00
District cheerleading clinic	\$25.00
Cap and Gown	\$20.00
Field trips	\$5.00
Drivers Education	\$200.00
Honor Society Dues	\$5.00
Elementary Program	
Activity Fee	\$30.00
Lunch	\$1.90
Breakfast	\$1.25
Milk	\$.30
Game admission fees	See High School Fees Above
Band Instrument Rental	\$20.00/Sem. \$15.00/Summer
Field Trips	\$5.00
Before and After Rec. Program	\$2.50/hour
Pre-School Program	\$2.50/hour

Student Questioning/Apprehension by Legal Authorities

Students may be questioned in private and with full confidentiality by a police officer or sheriff's department personnel at school only in the presence of the principal or a designated staff member. This opportunity applies to all peace officers in pursuit of their duties as members of a recognized enforcement office. The parents or guardian of the student questioned will be informed of the substance of the interview as soon as possible by Bennet Elementary personnel.

If a principal or his designee releases a minor student to a police officer, the principal or the principal's designee will take immediate steps to notify the parent, guardian or responsible relative of the minor, except when the minor has been taken into custody as a victim of suspected child abuse, in which case the principal or the principal's designee will provide the police officer with the address and telephone number of the minor's parent or guardian.

The principal of a school or the principal's designee shall notify the appropriate law enforcement authorities as soon as possible after learning of a known or suspected violation of the Nebraska Criminal Code.

Student Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
- Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Telephone, Cell Phone and Personal Electronic Devices Use

Office phones are for school business only. School business includes calling parents when sick, procuring speakers for classes or organizations, obtaining information at the direction of an instructor, calling home for items the student has forgotten if the item is deemed absolutely necessary by school personnel, or in the case of an emergency.

School officials shall have the authority to deviate from the above guidelines should situations arise that are not covered in the regulations.

Students will not be allowed to use the phone to make after school plans to go home with another student or to have another student come home with them.

If you call for a student, we will ask to take a message. We prefer not calling students from class for telephone calls, but will give them a message and allow them to return your call during recess or lunch. If it is an emergency, please let us know and we will get the message to the student immediately or call the student to the office to speak to you.

Use of personal electronic devices (i.e. cell phone, digital cameras, pagers, etc) is restricted. Students should not use personal electronic devices during school hours, unless given permission from the Principal. Students using personal electronic devices during school hours will be subject to disciplinary action.

Testing

Each year, we administer the Terra Nova Test of Basic Skills to students in second through sixth grades. These are achievement tests which measure what knowledge the students have gained. These tests are used to plan educational programs for individual students and for entire classes. Parents/Guardians will receive a sheet describing the results of their student's test. If you have questions about the test, contact your child's teacher, guidance counselor or principal.

Students will also take part in State Mandated Assessments throughout the school year.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Vandalism

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of that property and all costs shall be paid by the offender. Bennet Elementary will also refer the student to the principal or his designee for disciplinary action. If the principal or his designee determines that the student willfully or maliciously destroyed school property, the student may be referred to juvenile authorities.

Visitors

All visitors must report to the office, upon entering the east entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Student visitors from other schools are discouraged. Although we would welcome them at lunchtime, visitors in the classroom tend to cause undue distractions and disruptions. If you would like to discuss a special student visitor with the principal, please feel free to call.

Weapons

The possession of a dangerous weapon or the use of an object to inflict bodily injury to another is strictly prohibited. Offenses involving weapons are punishable by an automatic expulsion from school for up to a full school year. (see Exclusions from School, page 18).

Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. **Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling data base in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.**

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Parent/Guardian Receipt Form

After reading this handbook, please complete this form, detach it and return it to the school **no later than Friday, August 20th, 2010.**

We have read and reviewed this handbook with our child(ren) and understand its contents

Student (s) _____

Parent/Guardian Signature

Date