



***HERITAGE
ELEMENTARY
HANDBOOK***

2016-2017

The mission of the Bennington Public Schools is to provide educational opportunities in a safe, caring environment that will prepare all students to meet the challenges of the future.

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Bennington Public Schools
9950 Rosewater Parkway
Bennington, NE 68007

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www.benningtonschools.org

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BOARD OF EDUCATION

Dr.	Valerie Calderon	Mr.	Mark Byars
Mr.	Darren Siekman	Mrs.	Kara Neuverth
Mr.	Brad Renter	Mr.	Matt Wickham

ADMINISTRATION

Dr.	Terry Haack, Superintendent	Mrs.	Lynne Lurvey, District Bookkeeper
Mrs.	Shannon Thoendel, Pine Creek Elementary Principal	Mrs.	Jodi McCoy, District Secretary
Mr.	Chad Boyes, Bennington Elementary Principal	Mrs.	Amy Cheek, Heritage Secretary
Mrs.	Therese Nelson, Heritage Elementary Principal	Ms.	Sarah Ihrig, Coordinator Special Services
Dr.	Matt Blomenkamp, Secondary Principal	Dr.	Denise Hoge, Curriculum Coordinator
Mr.	Greg Lamberty, High School Assistant Principal, Athletic Director		
Mr.	Michael Spoehr, Middle School Assistant Principal, Director of Transportation		
Mr.	Shawn Hoppes, Middle School Principal		

TEACHERS / STAFF

Mrs.	Susan Allen	Kindergarten	Mrs.	Traci Duckworth	Resource
Mrs.	Kelly Cox	Kindergarten	Mrs.	Stephanie Hoffa	Resource
Mrs.	Megan Schultz	Kindergarten	Mr.	Nic Laue	PE
Mrs.	Rebecca Mergens	Grade 1	Mrs.	Courtney Homan	Vocal
Mrs.	Jessica Ramp	Grade 1	Mrs.	Angela Nabower	Instrumental
Mrs.	Courtney Pruneau	Grade 1	Ms.	Kim Stroberg	Art
Mrs.	Brittany Kramer	Grade 1	Mrs.	Christina Kloeckner	Art
Mrs.	Kiley Plourde	Grade 2	Ms.	Madison Wakefield	Art
Ms.	Jenna Foiles	Grade 2	Mrs.	Bethany Redlinger	Media/Technology
Mr.	Jacob Zeiss	Grade 2	Mrs.	Alison Evangelisti	Reading
Mrs.	Ann Bouaphakeo	Grade 2	Mrs.	Katie Korth	Speech Pathologist
Ms.	Alex Sandiland	Grade 3	Ms.	Melanie Hergenrader	School Psychologist
Ms.	Tara Camp	Grade 3	Ms.	Kendal Downey	HAL
Mrs.	Nicole Rowe	Grade 3	Mrs.	Amy Baumann	Guidance
Mrs.	Catherine Hanson	Grade 4	Mrs.	Kristina Adeshina	Spanish
Mrs.	Jenna Hampton	Grade 4	Mr.	Anthony Nabower	Tech Coordinator
Ms.	Susan Carson	Grade 4	Mr.	Jason Schmidt	Tech Facilitator
Mrs.	Dawn Kucera	Grade 5	Mr.	TJ LaRocca	Maintenance
Mrs.	Rhonda Martin	Grade 5	Mrs.	Connie Cheek	Head Cook
Mrs.	Lani Baca	Grade 6			
Mrs.	Vanessa Bos	Grade 6			
Mrs.	Sara Jorgensen	Grade 6			

You can access any staff member's email address at: www.benningtonschools.org

WELCOME TO HERITAGE ELEMENTARY SCHOOL
9950 Rosewater Parkway
BENNINGTON, NEBRASKA 68007
Fax # 238-3351
www.benningtonschools.org

This handbook has been prepared for the students and parents/guardians of Heritage Elementary School. It presents guidelines and directions, which will help to answer questions regarding our school. Please read the information carefully and keep this booklet for future reference. The practices and procedures outlined are presented in the best interests of all members of our school. The handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it so chooses. Parents/guardians and other school friends are encouraged to visit school. We are proud of what happens at Heritage Elementary and we welcome any opportunity to share information about the education of your child. The staff at Heritage Elementary is always available to help you. Education is a cooperative effort between parents/guardians and teachers. By working together, we will make this year a successful educational experience for you and your child. If you have questions regarding the school, please contact us. We are here for the children and community.

Mrs. Therese Nelson, Principal
and
Heritage Elementary School Staff

Teacher Hours	7:50-3:50	Elementary School Phone	238-2095
Office Hours	7:50-3:50	Secondary School Phone	238-2447
Elementary Students	8:20-3:07	Superintendent's Office	238-3044
Students to Classrooms	8:10	School Fax	238-3351

MISSION STATEMENT OF BENNINGTON PUBLIC SCHOOLS

THE MISSION OF THE BENNINGTON PUBLIC SCHOOLS IS TO PROVIDE EDUCATIONAL OPPORTUNITIES IN A SAFE, CARING ENVIRONMENT THAT WILL PREPARE ALL STUDENTS TO MEET THE CHALLENGES OF THE FUTURE.

School Colors: Royal Blue and White
School Mascot: The Badger

ADMINISTRATIVE ORGANIZATION

Board of Education - The Board of Education is the elected legislative body of School District #59. While it helps create many school policies, it must give complete approval to all school policies and activities. Its duties include the approval of appropriations, determination of taxes, and the employment of all school personnel.

Superintendent of Schools - The Superintendent is the chief executive officer of the Bennington Public Schools. He is responsible for carrying out the policies and actions of the Board. He advises the Board on educational endeavors, recommends personnel, and is responsible for all school district activities, subject to the Board's final approval.

Principal - The Principal of each building, under the supervision of the Superintendent, provides leadership for the faculty and staff and employs the authority delegated within the framework of Board policies.

PLAN OF ORGANIZATION

Bennington Public Schools are organized in a 7 - 2 - 4 plan. This implies that a student has seven years of Elementary School training (K-6), two years of Junior High training (7-8), and four years of High School (9-12). Bennington is a fully accredited school by the North Central Accrediting Association and AdvancED.

ADMINISTRATIVE OFFICES

The Elementary Principal's office is located at 9950 Rosewater Parkway.

VISITORS TO THE SCHOOL

Parents/guardians and other patrons of the district are welcome and encouraged to visit school. It is a boost to your child's pride when you come to school. However, out of courtesy to the classroom teachers and students, we ask you to please call the office to check their schedules and make arrangements prior to visiting the classrooms. Please follow guidelines indicated below:

1. When visiting the school, please report to the office to register as a guest and receive a visitor's pass before going to the designated classroom or activity. All visitors must enter through the elementary office. During larger functions such as assemblies, room parties, etc. visitor's passes may be waived, however, we would still appreciate you checking in with the office on these occasions.
2. If you plan to eat lunch, please call ahead to alert the cafeteria staff, so an additional meal can be added to the daily count. An adult lunch is \$3.10. Please note that our federal lunch program prohibits the bringing in of outside fast food during the lunch period. (McDonalds, Burger King, Pizza Hut, Subway, etc.).
3. Due to classroom space availability and respect for the learning environment, children not enrolled in school are discouraged from visiting during school hours.
4. All visitors to the schools must respect the learning environment and maintain proper behavior and decorum.

The district may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/no trespassing letters when deemed necessary by the superintendent when any individual or group:

1. is determined to present a risk to the safety of others,
2. presents a disruption to the learning environment,
3. fails to follow proper check-in and identification procedures, or
4. does not have a legitimate purpose to be present on school grounds of activities.

In the event a person prohibited by this or other board policies is on district property or is attending a district sponsored event, the superintendent or building principal will tell the person he/she must leave and will notify the person they are on not permitted back on the premises.

CHARACTERISTICS OF HERITAGE ELEMENTARY SCHOOL

We are a K-6 building with approximately 310 terrific students. Many opportunities are available for student involvement beyond the elementary day at Heritage. Our community and parent involvement puts students first.

1. Our K-3 classrooms are mostly self-contained with one teacher for the entire day with the exception of some students rotating for math and reading groups.
2. The 4th through 6th graders have a homeroom teacher who will teach reading and language arts. Students may rotate to other classrooms for math, science, and social studies.
3. All elementary students have weekly specials which include Physical Education, Music, Art, and Library/Technology. Students in kindergarten through sixth grade, also receive Spanish language instruction.
4. Our elementary guidance counselor presents social skills lessons to each classroom. She also offers small group or individual counseling in specific areas of student need.
6. Our teachers are some of the Omaha/Metro area's finest educators. They are skilled teachers and truly care about students. We work closely with parents/guardians to provide the best possible educational experiences for our students. The district is required by federal law to inform you that you have the right to request information regarding the professional qualifications of your child's teacher(s). If you would like to request this information, please contact Sarah Ihrig at 238-3044 and the information will be provided in a timely manner.

SCHOOL EXPECTATIONS

Bennington Public School is a special place to learn. At our school, teachers and parents/guardians are partners in the process of educating and preparing our children for the future. We, like you, are interested and committed to the total development of your child. To that end, we pledge our best effort. Research indicates that the best schools, the best teachers, or the best principals are not as important to a child's achievement in school as parents/guardians. You have more ability to motivate, more ability to stimulate, and more ability to get your child to succeed than anyone or anything else. Your involvement, attitude and support are vital components in the success of your child at school and in the home environment.

The teacher has the responsibility of teaching and nurturing students in an academic and social environment. The student also has responsibilities. Successful students must learn to listen and interact in a positive manner with peers and adults. Students are expected to conduct themselves according to school rules, including rules on the bus, in the classroom, in the lunchroom, on the playground, in the halls and to/from school. Students shall be courteous, respectful and self-disciplined in all contact with classmates, parents/guardians, school personnel and visitors to the school. It is the position of Bennington Public Schools that the best learning takes place in a calm, disciplined atmosphere with students who desire to do their best.

It is the philosophy of the school that discipline is an ongoing teaching process that fosters respect and dignity for all individuals. It is proactive, developmentally appropriate, culturally and gender sensitive. It stresses growth, individual responsibility, and problem solving in a collaborative effort among students, parents/guardians, educators, and the community.

In order for Bennington students to successfully achieve these expectations, the *Discipline with Purpose* program has been adopted. This program focuses on a proactive approach to teaching discipline. It is the belief of the program that individuals can be empowered to be self-disciplined versus disciplined. This concept is developmentally taught to all students through the 15 Self-Disciplined Skills. They include:

- | | |
|---|--|
| 1. Listening | 9. Exhibiting leadership |
| 2. Following instructions | 10. Communicating effectively |
| 3. Questioning | 11. Organizing time, space, people, and things |
| 4. Sharing time, space, people and things | 12. Resolving mutual problems |
| 5. Interacting socially | 13. Taking the initiative in problem solving |
| 6. Cooperating with others | 14. Distinguishing fact from feeling |

- 7. Understanding rules
- 8. Accomplishing a task

- 15. Volunteering and being of service to others

The all-school expectations for Heritage are as follows

- 1. Respect yourself and others;
- 2. Contribute to the learning environment;
- 3. Follow school, classroom, cafeteria, hall, bus and playground procedures; and
- 4. Practice Discipline with Purpose (DWP) skills.

All efforts for positive approaches and recognition of students will help deter any inappropriate behaviors. When a student's behavior becomes a deterrent to the learning environment, he/she will be removed or suspended from classes or school.

Levels of Intervention

STEP I

- *Teacher assessment and acknowledgement of problem
- *Proximity
- *Verbal warning (recorded in classroom notebook)
- *Redirect behavior
- * Loss of stick, name on clipboard, or another method of recording a warning

STEP II

- *Redirect behavior
- *Time out in classroom or recess
- *Review classroom procedures
- *Make a plan
- *Return to class when ready or at designated time
- *Parent contact at teacher discretion
- *Second loss of stick, name on clipboard, or another method of recording a warning

STEP III

- *Time out in a buddy classroom or in the office
- *Problem Solving Form sent home
- *Consequences assigned;
 - Loss of recess
 - Lunch detention
 - After school detention
 - Miss class activity
- *Student and teacher evaluate progress of plan
- *Parent contact (required)
- *Problem Solving Form must be signed and returned to the office the following day. Forms not returned will result in a detention.

Levels of intervention may vary from classroom to classroom, based on their maturity levels.

Serious Behavior Clause

There are three occasions when it will become necessary for adults to take immediate steps to help a child learn an alternative way of acting.

The "BIG 3 OFFENSES" are:

- 1. When a child or children are in physical danger. -- When touching or physical contact that causes bodily harm has occurred. EXAMPLES: Hitting – Biting – Scratching – Kicking – Spitting – Bullying Behavior
- 2. When a child or children are in emotional / verbal / physical distress. -- When a child is

testing his/her abilities and pushes beyond the limits of respect by using abusive language or actions. -- When a child is exhibiting threatening behavior / harmful teasing /bullying behavior. EXAMPLES: "I'll kill you!" - I'll hurt you if you tell." - Racial Slurs - Sexual Slurs - "You're fat, ugly, etc." - Nonverbal gestures that are hurtful to others. Any bullying behavior as noted below.

3. Interrupting the teacher or students within the learning environment. EXAMPLES: Blatant refusal to cooperate with others. -- Mocking others, sassing back to the teacher, lying, basic disrespect, etc. At such times, immediate action or removal from the group will be taken. The student will be referred to the principal.

Bullying: Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting, motions, intentionally bumping, tripping, and damaging clothing.

AN AUTOMATIC OUT-OF-SCHOOL SUSPENSION WILL OCCUR FOR ANY HARMFUL THREATS, GESTURES OR OFFENSES MADE TOWARDS STAFF MEMBERS. TERRORISTIC THREATS OF ANY KIND WILL AUTOMATICALLY BE REFERRED TO THE LOCAL POLICE DEPARTMENT.

Publications

The Bennington School District publishes an informative newsletter, *Horizons*, distributed quarterly to all district residents through the local postage system. In addition, the *Badger Tracks*, a weekly elementary bulletin, is sent electronically to each family providing a current email address. Both publications are utilized to update everyone on current school happenings and other community events. A copy of the *Badger Tracks* may be found at www.benningtonschools.org.

Report Cards and Portfolios

There are four official reporting periods during our school year, which are also referred to as quarters. Report cards (3-6), or a portfolio review/achievement summary (K-2) is completed each quarter. Mid-term reports are sent out quarterly in grades (3-6).

Grading System

A = 4.0 = 100-93
B = 3.0 = 92-86
C = 2.0 = 85-77
D = 1.0 = 76-70
F = 0.0 = Below 70

Portfolios

Portfolios are a collection of the student's work samples. The Portfolio indicates the child's developmental progress, rather than the specific grades for an academic area. Progress towards the Nebraska Standards is also included.

Elementary P.E., Music, Art and Band are graded on a Satisfactory/Unsatisfactory Grading System.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year and are noted on the calendar in the front of this booklet. Additional conferences and progress reports may be scheduled at any time by contacting the classroom teacher.

Lost and Found

A lost and found box is located in the elementary nurse's office. Students and parents/guardians are encouraged to check this box for missing items. Each quarter the lost and found box is reorganized and

unclaimed items are donated to a local organization.

Student Telephone/Cell/Technology Device Use

Students will be allowed to use the school phone for such things as medical illness, needed changes of clothing, or other reasons deemed appropriate by the teacher or school office.

Cell phone and other electronic device use during the hours of 7:30-3:30 is prohibited at school unless used for educational purpose. If use of a technology device is observed during school hours for a purpose other than an educational activity directed by a teacher, the item will be confiscated and require a parent/guardian to pick it up in the office. Students may use the office phone and messages may be relayed through the secretary.

Any student caught using their cell phone or other electronic device to bully or harass another student will lose the privilege of having their phone on school property for at least one month from the date of the offense.

Electronic devices will be allowed for educational purposes. The responsibility for care and safety of the device is the responsibility of the student.

Teacher/Student Messages

To help our students receive optimum learning time, neither students nor teachers will be interrupted during class to answer the telephone, unless it is an emergency. Our phone system allows parents/guardians to leave messages on voice mail that can be returned at an appropriate time by the person you wish to contact. Teachers are available for telephone calls between 7:50-8:20 a.m. and 3:07-3:50 p.m.

Field Trips

Each K-6 classroom completes a yearly field trip for educational enhancement. Generally a teaching unit accompanies the learning experience so that optimal education is gained from the trip. Bus transportation is provided for all students and classroom teachers. The district will provide a student sack lunch for students requesting to use their lunch card. All students are required to ride school transportation to and from the activity. All students must return to school on District provided transportation. Once students arrive at school, the parent/guardian may check their student out through the office. Attendance on the field trip requires a parent-signed permission slip for each individual activity. Parents attending field trips are asked to follow school expectations. No other children are allowed to accompany a parent or guardian on a field trip. Some field trips may not allow for parental participation.

Birthday Celebrations

We ask that all party invitations be mailed to students, rather than distributed at school. Special deliveries are welcome, but will be held in the office until late afternoon. Students will be notified to come and pick them up before dismissal.

Classroom Treats

All food items distributed at school must be made in kitchens that are state licensed for food preparation. If you wish to provide treats the following suggestions may help: individual packaged items, bakery items from a local grocery store or pre-packaged crackers, etc. Please be aware and considerate of student food allergies. We ask you to prearrange treats with the classroom teacher so alternative treats may be offered to those unable to participate.

Classroom Parties

Heritage PTO sponsors the classroom parties. Parties are scheduled three times a year - a "Fall" party in October, a "Winter Holiday" party in December, and a "Valentine's Day" party in February. At the end of the year students also participate in a "Track and Field Day". Parent help is always needed for these events and appreciated. Contact a PTO officer or the school if you would like to volunteer for one of these events.

Recess

Heritage Elementary strives to make recess safe and enjoyable for all students. All K-6 students participate in at least one scheduled daily recess period and sometimes more, depending on their classroom. Therefore, you will want to make sure that your child is dressed appropriately for the changing Nebraska weather conditions. Layering clothing is sometimes the best option for cold mornings and hot afternoons. During inclement weather (rain or severe wind chill conditions) students will have indoor recess. Please note that during school hours our playground is not accessible to the public due to the safety and protection needs of the students. Physical activity and student socialization is an important part of recess. Students are required to participate in recess and will not be excused from participation without a doctor's note verifying the reason. Students may be held from recess due to academic assistance, completion of assignments, or misconduct.

Physical Education

Physical education is a required elementary course. Student wellness and gross-motor development is a crucial objective of the elementary curriculum. In order to meet this objective, student participation in physical activity is mandatory. Student release from physical activity requires a doctor's note. Prolonged dismissal from class may require an alternative assignment or further documentation from a doctor.

Tennis shoes need to be brought to school for P.E. use to protect the floor and keep it clean. Students not wearing tennis shoes will need to participate in their stocking feet, which puts students in danger of slipping and falling in the gym. In the past, most children bring a pair of tennis shoes and leave them in the classroom for the year.

Hall Lockers

Students will be provided a locker. The school assumes no responsibility for items taken from the lockers. Students are to keep lockers clean at all times. Lockers are not the private property of any student, but rather, equipment issued to the student by the school. Lockers may be inspected at the discretion of the administration. Students are asked not to use the combination lock. Students are not to change lockers without permission. (Board Policy #504.09)

Search and Seizure

School lockers are the exclusive property of the district. School lockers may be opened or searched by certificated staff members without notice and without student consent. Students, students' possessions including, but not limited to, purses, bags and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. The principal or his designee can confiscate any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. As part of the district's effort to keep the school safe and free from illegal drugs, the Principal may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found as a result of such search may be grounds for discipline. (Board Policy #504.16)

SPECIAL EDUCATION SERVICES

The school district serves approximately 129 students in district special education programs birth to 21 years of age. Young children with disabilities (birth through age three) are served in home-based programs. An

early education center serves preschool students with disabilities and in other natural environments. School age special education students are served in the least-restrictive environment. Disabilities served in the district include autism, behavior disorder, hearing impairment, mild/moderate mental handicap, severe/profound mental handicap, multiple impairment, orthopedic impairment, other health impairment, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment. For further information contact our Special Service Coordinator at 238-3044.

PERMITTED PRESENCE OF SERVICE ANIMALS

The school district will comply with applicable federal and state laws, regulations and rules regarding the use of service animals by disabled students.

Service animals include guide dogs, hearing dogs, signal dogs, and any dog or animal that is individually trained to do work or perform tasks for the benefit of a disabled student. Service animals do not include pets, farm animals, wild or exotic animals, or any animals whose function is to provide crime deterrent effects, emotional support, comfort, companionship, therapeutic benefits, or to promote emotional well-being.

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

- a. The service animal is out of control and the service animal's handler does not take effective action to control it;
- b. The service animal is not housebroken; or
- c. The presences of the service animal poses a direct threat to the health or safety of others.

Counseling Services

Heritage Elementary is proud of their elementary counseling service options. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. She also is available for private counseling for any student needing her assistance. Parents/guardians are welcome to call her directly to answer any questions you might have in this area of development.

Families are also provided counseling services through Arbor Family, an independent counseling firm contracted by the District. Each student may receive two free confidential sessions through Arbor Family. For more information please contact Mrs. Baumann, Heritage counselor.

RELEASE OF PUPIL RECORDS

It shall be the policy of this school to release student transcripts to schools, employers, and military organizations upon request provided the minor student and/or the parents/guardians have signed a release form authorizing the school to do so. In some instances, organizations requesting this information have received written approval from the student to request this information. If the agency provides this **verification**, the school will honor that request. If a student is 18 years of age or older, no parental signature is necessary to release the student data.

Directory Information

1. School officials may have access to only those records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. School officials include employees of the school and consultants contracted by the school including the school attorney. A school official who violates this restriction shall be subject to disciplinary action.

2. When requested, school district personnel may release directory information such as: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information. Directory information will not be released for commercial use without permission of the Superintendent or designee.
3. Students, parents/guardians of students may inform the school district or school district personnel in writing that any or all of the directory information should not be released without their prior consent.
4. Bennington Public Schools may provide address and telephone listings through the Parent/Teacher Organization (PTO). Parents/guardians and secondary students have the right to request that Bennington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental/guardian consent. Bennington Public Schools will comply with any such request.
5. Upon request, the Bennington Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, if the information is for purposes related to the student's enrollment.
 - a. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bennington Public Schools, District 59, Douglas County, Nebraska to comply with the requirements of FERPA.
 - b. The name and address of the office that administrates FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.**
 - c. A copy of the Bennington Public Schools Formal Hearing Procedure can be obtained by contacting the Superintendent of Schools.

ARRIVAL & DEPARTURE PROCEDURES

The northeast multipurpose/cafeteria doors will open at 7:45 a.m. for K-6 students arriving for breakfast or before school clubs only. Students are not to arrive prior to 7:45. School personnel will be at the northeast multipurpose doors at 8:00 a.m. to greet kindergarten-sixth grade students not attending breakfast or morning clubs. **The northeast multipurpose doors will be the only doors open for students entering the building in the morning.** It is at this time that students can enter the building to deposit lunchroom money, and wait to be dismissed to their classrooms. School begins promptly at 8:20 a.m. All doors except the main office entrance will be locked at 8:20 a.m. This is for the safety of our students and to help reinforce the procedure for visitors to register at the office. We must keep track of all visitors within our building to ensure safety to all students and patrons of Bennington Public Schools.

K-6 Student Entrances and Exits

1. All students will enter the building in the morning through the northeast multipurpose doors. Dismissal will begin at 3:00 p.m. with bus and daycare riders. Bus and daycare riders will meet in the main entrance and exit the building through the west bus loop doors. At 3:03

p.m. all walkers will be dismissed through the northeast multipurpose doors and escorted to the crosswalk before dismissal of parent/guardian transportation. All students receiving parent/guardian transportation will be dismissed at 3:07 through the west side main entrance. Students will remain with their classroom teacher until their transportation is located.

2. Students receiving bus or daycare transportation will enter the building from the bus loop located on the west side of the building. Bus students will be escorted from and to the bus loop daily.
3. After school supervision is only provided along the main east side entrance of the elementary building. Parents/guardians are highly encouraged to use this location for drop-off and pick-up procedures. Parents/guardians are requested to stay in their vehicles along the curbside and wait for their student to walk to the vehicle. The curbside pickup lane extends from the northeast multipurpose doors past the main front entrance. Limited front parking will be used for visitor parking only and not arrival/dismissal parking. Parents wishing to exit their vehicles MUST park in the eastside parking lot. For the safety of our students and families, students will not be dismissed to cars parked on the street. Please be considerate of the 3:07 dismissal time.

Safety Patrol Posts

The Safety Patrol supervises from 8:05 to 8:20 and 3:03-3:15.

Post 1 Four way stop at Rosewater Parkway and Rainwood Road

***The Safety Patrol also may also assist with the drop off line in the morning by greeting students and helping them out of cars.

Students are to cross only at guarded posts and with help from the Safety Patrol. Students are to obey and respect safety patrol members to ensure a safe walk to and from school.

MANDATORY AGES OF ATTENDANCE

The district will not admit any child into kindergarten unless:

1. the child will reach the age of five years on or before July 31 of the current year
2. the child will reach the age of five years by October 15 of the current year and;
 - a. the parent provides an affidavit stating that the child attended kindergarten in another district, or
 - b. the family will be relocating to another district that allows admission within the current year, or
 - c. the child has demonstrated through recognized assessment procedures approved by the board his/her capability of carrying the work of the beginner grade.

New Student Registration

New students entering Bennington Public Schools during an academic year in progress must go to www.benningtonschools.org and begin the registration process by providing the following items:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, upon first enrollment time, shall be provided within 30 days of enrollment.
2. Evidence of a physical examination if they are entering Kindergarten or, in the case of a transfer from out of state.
3. Updated Immunization/Health records.
4. Transcripts sent from the previous school.
5. Verification through the Superintendent's office of an in-district address.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

ATTENDANCE PROCEDURES

1. Many students take pride in their attendance and punctuality record. This is a commendable characteristic, and it is our desire to motivate more students to think positively and seriously about this aspect of their school record. Statistical evidence supports the hypothesis that regular attendance and high grades are directly correlated. There is no substitute for regular attendance, and most classroom experiences cannot be made up. The Nebraska school laws require regular school attendance for all pupils of school age for the entire time that school is in session. In addition, business, industry, and institutions of higher education are viewing these records more closely, seeking individuals who are more stable and dependable.
2. Regular attendance at school is the primary responsibility of each student and his/her parents/guardians.
 - a) All students who arrive in the classroom after 8:20 and before 9:00 a.m. will be deemed tardy. Students who arrive after 9:00 a.m. will be charged with an absence. School administration will determine whether the tardy is excused or unexcused based on conversations with the parent/guardian.
 - b) The following times show how the school day shall be divided in determining the length of an absence:
 - 8:20—10:15=1/4 Day Absence
 - 10:16—12:00=1/2 Day Absence
 - 12:01—1:45=3/4 Day Absence
 - 1:46—3:07=Full Day Absence
 Students' absences will be determined using the times listed above.
3. During the school year, it is expected that students will have routine dental and medical appointments. Whenever possible, these appointments should be scheduled outside of school hours, on weekends, or during school vacation periods. If appointments can only be made during school hours, students must bring a note of parental request to the school office at least one day before the student leaves school for the appointment and a doctor's note is required to document the appointment. In cases of emergency, the Principal may waive this procedure. If a number of appointments must be made during school hours, these should be scheduled during the student's lunch/recess period or during different times throughout the school day, so that one subject area is not affected on a routine basis. Please note that all students leaving before the 3:07 dismissal are considered absent from school. Illness requiring extended leave will require a doctor's note. During school hours, students will remain in class until the parent/guardian is present for pickup. This will ensure optimal time in class (Board policy # 503.03).

4. Each absence must be covered by a signed note or telephone call from a parent or guardian stating the date and reason for the absence.
5. The decision to miss school is the responsibility of the parent and student, in consultation with school officials, and should be made in consideration of the student's status at school. A student contemplating a planned absence from school for more than one day should be in communication with his or her teachers to develop a plan for completing missed work. **Students and parents/guardians should not schedule vacations during school and state testing.**
6. Any student missing 8, 15 or 20 days per school year (excused or unexcused) will be notified by mail. *Refer to Excessive Absenteeism Section for further information.*
7. A student is tardy when he/she is not in the classroom when the bell starts to ring. If a student is tardy for class, he/she will be required to obtain a tardy slip from the office before being admitted to class. It will be marked excused or unexcused by the office. The student will receive a detention for every tardy after the fifth unexcused tardy. If a student in grades 4-6 receives more than eight tardies during a semester, he/she will be given a Saturday School assignment. Tardies are cumulative for the semester.
8. Students who skip school are in violation of BPS conduct rules. A skip (truancy) is defined as any absence that the school and parents/guardians do not approve or an absence that the Principal will not accept as a reasonable absence: for example, oversleeping and other absences when the school is not properly notified.
9. Students shall be present by 12:00 p.m. in order to participate in any school event, including performances. If the activity occurs before 12:00 p.m., the student must be in attendance all previous periods.

Addressing Barriers to Attendance

Regular attendance by the students at school is essential for the students to obtain the maximum opportunities from the educational 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.

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

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who may be in violation of the state's compulsory attendance status.

If any student has accumulated a total of eight, fifteen, and twenty absences [*unexcused; excused or unexcused*] absences or the hourly equivalent, communication will be made with the persons who have legal or actual charge or control of the child. A meeting or meetings will be held between a school attendance officer, school social worker (or school principal or member of the school administrative staff, if there is no school social worker), the student parent/guardian, and the student (if necessary) to attempt to solve the excessive absenteeism problem. A "collaborative plan" to improve regular attendance may be developed as a result of the meeting or meetings. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If a student is absent more than 20 days per year or hourly equivalent the attendance officer may file a report with the county attorney of the county in which such person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical.

This report will contain the following information:

1. Identification information including address, phone number, date of birth - any relevant information regarding student's status, residence and parent/guardian status.
2. A complete attendance record including all previous years obtainable of absences, tardies and information regarding any waivers, etc., on record.
3. A record of steps made to gain compliance including calls, conferences, letters, etc., by building, district and any other agencies or individuals that may be involved.
4. A copy of the letter to the parent/guardian notifying them of this action.
5. A copy of the attendance requirement.
6. Any other information that may be deemed helpful to the County Attorney. This may include post actions, discipline records, knowledge of family/community problems, etc.

Part-time Enrollment for Students of the District Attending Schools Other Than Bennington

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 requirement may also enroll the student in the school district. The student shall be considered under dual enrollment and will be under the policies and administrative rules of Bennington. These policies and rules shall apply to the dual enrollment student in the same manner as the other students enrolled in the school district. These policies and administrative rules include, but are not limited to; athletic eligibility requirement rules governing student conduct, academic eligibility requirements and payment of fees required for participation. The parent, guardian, or custodian requesting part-time enrollment for the student should notify the superintendent on a form provided by the school principal.

MAKE-UP WORK

No matter what the reason, if a student has missed any type of schoolwork, the course assignments must be made up in a manner acceptable to the teacher. Students can be required to take tests or turn in assignments as soon as they return to school, if they had been assigned prior to the absence. School Board Policy #503.03 states that it is the responsibility of the student to complete the work missed. The student shall receive full credit for the work missed when the absence is deemed as excused. The date make-up work is due will be determined by the teacher based on the content studied and length of absence. Ordinarily, the student will be expected to complete make-up work issued due to short-term absences (five days or less) within five days after returning to school.

When a student has been suspended from school or has an unexcused absence they will be required to turn in make-up work. Extensive make-up work will be contracted in writing. Requests for assignments will be handled through the elementary office and the classroom teacher.

It is the responsibility of the student to prepare all materials and homework needing completion that evening at the end of the school day. On a limited basis, a child will be allowed to re-enter the classroom during teacher duty hours, ending at 3:50. If the classroom teacher is not available during duty time, the student will not be allowed back in the classroom.

THE SCHOOL DAY

Throughout the year there may be reasons for students to leave the building during the day (sickness, forgotten articles at home, personal business, etc.). In such cases, students must go to the office for additional help with their needs. Students may not leave school without a parent/guardian present.

School Ceremonies and Observances

Bennington Public Schools will continue school ceremonies and observances, which have become a tradition and a custom of the education program. 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 reason.

After School Curricular Programs

Student participation in after school curricular programs such as vocal or instrumental music, science fair, etc. is required. We understand that family conflicts or illness may occur. Students unable to attend the program will be required to complete an alternative assignment. Non-participation in the program and lack of completion of the alternative assessment will be reflected in the student's participation grade.

Checking Students Out of the Building

All students must be checked out at the office by a parent or guardian before leaving school for appointments or other family needs. Students must bring a note of parental/guardian request to the school office at least one day before the student leaves school for the appointment. A note in advance is helpful for the office and the classroom teacher. Please note that in the event of a school emergency or disaster, only persons noted on your emergency card are able to have the student released to them. Students will remain in class until the arrival of the parent/guardian.

Bennington Public Schools views your child's safety as a top priority. During a lockdown drill or situation, your child will not be released until it has been deemed safe or an all-clear has been issued.

Student Conduct

The Board of Education recognizes that a major function of schools is the development of socially productive behavior on the part of students. It also recognizes that student behavior should not disrupt the educational process or constitute a threat to the health and safety of others.

- A. The following rules and standards of conduct shall govern student behavior where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Violation of these rules and standards shall constitute grounds for assignment of detention, Saturday school, short-term suspension, long-term suspension, expulsion, mandatory reassignment, or suspension of the privilege of participation in extracurricular activities, contests, or performances (Board Policy #505).

1. No student shall:

- (a) Use violence, force, coercion, threat, sexual harassment, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another. Students who intimidate or are involved in any form of harassment, verbal/non-verbal or physical, will be considered in violation of Board Policy 504.18.
- (b) Willfully cause or attempt to cause substantial damage to property, steal, or attempt to steal property of substantial value, repeatedly damage or steal property, or set or attempt to set a fire of any magnitude. Students will be held financially responsible for damage.
- (c) Cause or attempt to cause personal injury to a school employee, to a school volunteer, or to any student.
- (d) Threaten or intimidate any student for any purpose that causes a disruption of school operations. Students who intimidate or are involved in any form of harassment, verbal/non-verbal or physical, will be considered in violation of Board Policy 504.18.
- (e) Knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon (minimum consequence short-term suspension).
- (f) Engage in selling, using, possessing or dispensing of alcohol, e-cigarettes, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- (g) Exhibit public indecency or sexual conduct.
- (h) Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- (i) Engage in any unlawful activity as determined by the United States or the State of Nebraska.
- (j) Willfully disobey any reasonable written or oral request of a school staff member, or voice disrespect to those in authority (willfully disobeying is considered insubordination).
- (k) Use language, written or oral, or exhibit conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion. Students using offensive language may be:
 - 1st offense: Suspended from school for three days (parents/guardians informed).
 - 2nd offense: The student will be recommended for long-term suspension from school.
 - 3rd offense: The student will be recommended for expulsion from that class or all classes depending on the discipline committee decision.
- (l) Be truant or fail to attend assigned classes or activities; or be tardy to school, assigned classes or activities.
- (m) Dress in a manner which is dangerous to the student's health and safety, the health and safety of others, or is distracting to the extent that it interferes with the educational process.

- (n) Willfully violate the behavioral expectations for those students riding Bennington Public School buses.
 - (o) Engage in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events. The purpose of this rule is to provide a physically safe and emotionally secure environment for all students and staff.
 - (p) Repeatedly violate any of the rules adopted by the Bennington Public School District Board of Education.
 - (q) A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - (i) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - (ii) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 - (r) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
2. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
- (a) Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent/guardian.
 - (b) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function, with the approval of the school: (i) in a historical reenactment, (ii) in a hunter education program, or (iii) as part of an honor guard.
 - (c) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - (d) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

B. Reporting Law Violations

Under State law, district administrators are required to contact police whenever it is known or suspected that a student has violated the Nebraska Criminal Code. Cases of law violations or suspected law violations by students will be reported to the Bennington Police Department and to the student's parents or guardian as soon as possible. The school district shall refer all incidents of student discipline for violation of the Federal Gun-Free Schools Act to the Bennington Police Department.

K-6 Detention

Detention will meet every Tuesday and Thursday from 3:10-3:45 in the assigned faculty room. The faculty will supervise detentions. Students will be assigned detentions because of violations of the rules, problems in the classroom, attendance problems, or excessive tardiness. A student will be required to attend the detention on the day issued unless excused by the staff member assigning the detention or the principal. The student must then serve the next detention day. Students will be allowed to do homework or read a book. Failure to serve the detention on time will result in parental notification and a Saturday School assignment for students in grades 4-6. Repeated failures to serve detentions will result in further disciplinary consequences.

Saturday School for Grades 4-6 Only

Saturday School

1. Saturday School will be earned for the following behaviors:
 - (a) Truancy: A full day absence will result in Saturday School assignment.
 - (b) Students receiving more than eight tardies during a semester may receive a Saturday School.
 - (c) Skipping detentions: The first skip will result in one Saturday School. All other skipped detentions will result in two days of Saturday School.
 - (d) Students who violate school rules that would result in a one-day suspension will receive a Saturday School rather than a suspension.
 - (e) Students may be assigned a Saturday School by the Discipline Committee for repeated violation of school rules.
2. Saturday School assignments will consist of three hours. The students will serve from 7:30 a.m. - 10:30 a.m. The doors to the school will open at 7:15 a.m. and be closed at 7:30 a.m. Students will be given a ten-minute break at 9:00 a.m.
3. Student responsibilities and expected behaviors for Saturday School are:
 - (a) Students must be on time and prepared to work at 7:30 a.m.
 - (b) Students must have enough schoolwork to do during Saturday School.
 - (c) Students are expected to stay on task and follow Saturday School supervisor's instructions. If a student fails to follow Saturday School rules, they will be asked to leave and will be required to attend the next scheduled Saturday School.
 - (d) Any activity the supervisor sees as unacceptable such as sleeping, having gum/candy, arguing, or bringing nuisance devices, will result in dismissal from Saturday School and will result in a doubling of the Saturday School assignment.

- (e) **A parent/guardian must notify the Principal if the student is unable to serve due to illness. This notification must be made by 7:30 a.m. on the assigned Saturday. If not, the absence will be considered a skipped Saturday School.**
 - (f) Parents/guardians will be notified of Saturday School assignments and the student will receive notice from the Principal on the Thursday prior to any Saturday School assignment.
4. Students who show up late to, or skip a Saturday School may be assigned a suspension. Parents will be notified of the suspension.

Sanctions

The Superintendent, the principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Bennington Public Schools. The decision to exclude would be made after the principal or designee has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. A complete copy of due process procedures is available upon request from the building principal.

1. **Short-term Suspensions** - Such short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and determined that such suspension is necessary to help any student to further school purposes or to prevent an interference with school purposes. Before such short-term suspension shall take effect the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, send a written statement to the student and the student's parents/guardians or guardian describing the student's conduct, misconduct, or violation and the reason for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents/guardians or guardian before or at the time the student returns to school.
2. **Exclusions** - Any student may be excluded from school under the following circumstances:
 - a. If the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community;
 - b. 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 temporary removal necessary to preserve the rights of other students to pursue an education. Exclusions from school shall last not longer than necessary to avoid the dangers herein before described. Procedures for short-term suspension shall be followed, and, if longer than five (5) school days, procedures for long-term suspension or expulsion shall be substantially followed subject to being modified to the extent necessary to accomplish the hearing and determination within ten (10) school days after the date of the initial exclusion.

Long-term Suspension, Expulsion and Mandatory Reassignment

1. Long-Term Suspension shall mean the exclusion of a student from attendance in all schools in this district for a period exceeding five school days but less than twenty school days.
2. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred within ten (10) school days prior to the end of the first semester in which case the expulsion shall remain in effect through the second semester, or within ten (10)

school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period. In addition, the following shall apply to any expulsion: In the case of a student bringing a weapon to school in violation of the Federal Gun-Free Schools Act, such student shall be expelled from school for a period of not less than one year. The Superintendent, on a case-by-case basis and to be in compliance with state law, may reduce said expulsion. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The hearing examiner shall conduct the review after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise, the student may be readmitted by action of the Superintendent, 79-4, 196.

3. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

Procedures to be followed if an administrator makes a decision to discipline a student by long-term suspension, expulsion or mandatory reassignment:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The School shall, within two school days of the decision, send a written notice by registered or certified mail or personal delivery to the student and the student's parent or guardian, informing them of the rights established under this act;
2. Such written notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject;
 - c. A statement that the student shall have a right to a hearing, upon request, on the specified charges, before long-term suspension, expulsion, or mandatory reassignment, for the disciplinary purposes can be invoked;
 - d. A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parents/guardians or the student's representative or guardian shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony;
 - f. A form on which the student, student's parents/guardians, or guardian may request a hearing to be signed by such parties and delivered to the principal or Superintendent in person or by registered or certified mail; and

- g. Nothing in this act shall preclude the student, the student's parents/guardians, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

If a hearing is requested within five days of the receipt of the written notice by the student or the student's parents/guardian as described in these rules and regulations, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

Other Disciplinary Action

Administrative and teaching personnel may take other disciplinary actions regarding student behavior when deemed reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process, which may include, but are not limited to, counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, detentions, restriction of extracurricular activity, or requirements that a student receive counseling, etc.

Extended Suspensions - If the principal determined that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion or mandatory reassignment 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.

Dating Violence

Bennington Public Schools 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.

INCLEMENT WEATHER

In cases of inclement weather or mechanical breakdown the decision to close school, delay starting time, or dismiss early will be announced over radio station KFAB (1110 AM), television stations KETV, KMTV, WOWT and KPTM. Reports in the morning will be around 6:30 a.m. If we have to use more than the number of days we have scheduled, time will be made up at the end of the school year.

If the decision to delay the start time of school is made, all beginning of the day procedures will be adjusted to reflect two hours. Staff supervision would begin at 10:00 a.m. and a student would be considered tardy at 10:20 a.m. All transportation services will run two hours behind schedule.

HEALTH SERVICES

A Health Emergency Record is on file for each student. Please help keep this information up-to-date by reporting to the school nurse any booster shots added, medications given, hearing problems, known allergies, or other pertinent emergency/health information. Should an accident occur at school, parents/guardians will be notified. If it is impossible to reach the parents/guardians, the other emergency number provided by the parent will be used. A medical emergency unit will be called as deemed necessary.

Injuries at School

Children sometimes fail to report unobserved injuries to the teacher. If your child has been injured at school during the day, please make certain that it has been reported to the school nurse or health aide, as we wish to know about these incidents.

Illness at School

Students that become ill during the school day are advised to report to the office. **Temperatures of 100 degrees or above, diarrhea, and/or vomiting** are signals warranting immediate dismissal conditions. Children who have vomited or had diarrhea during the night or prior to school need to remain at home, fever free, for 24 hours. Most viruses are highly contagious for 24 hours after diarrhea/vomiting has occurred. Please note that Nebraska health statutes no longer allow school officials to provide aspirin to students in need. All medications must be brought from home with permission slips, dosages and times to be given. See list below on all specific medication requirements.

Medication Guidelines

Student self-management of medications for Diabetes and Asthma/Anaphylaxis

Parents may request that their child/children be allowed to administer medication for Diabetes, Asthma and Anaphylaxis. The parent will need to follow the following procedures:

1. The parent will be required to place their request for self-management of medications in writing.
2. The parent will need written verification from the child's/children's physician indicating the condition and specific medication including name, purpose and dosage that may be self-managed.
3. The building administrator and school nurse will review the request and physician's verification for approval.

Once the request has been approved the school and parent/guardian, in consultation with the student's physician, will develop a plan for the self-management of the student's medication. The plan will include the following items:

1. Identify the health care services the student may receive at the school relating to the condition;
2. Evaluate the student's understanding of and ability to self-manage his/her condition;
3. Permit regular monitoring of the student's self-management of his/her condition by a regularly credentialed health care professional;
4. Be signed by the student's parent/guardian and the physician responsible for the treatment of the student's condition;
5. The plan will include procedures for storage and access to backup supplies of such prescription medication as well as the procedure for reporting when the student has administered medication; and
6. The disciplinary procedures regarding the misuse or threatened misuse of medications and supplies as well as notification procedures if discipline action is necessary.

The Parent/Guardian shall sign a statement that:

1. The district and its employees and agents are not liable for any injury or death arising from the student's self-management of his/her condition;
2. Shall indemnify and hold harmless the district and its employees and agent against a claim arising from the student's self-management of his/her condition; and
3. Any injury to others as a result of the student's self-medication shall be the parents'/guardians' responsibility.

Healthy students learn best. Thank you for assisting us in promoting a safe and healthy learning environment. The VNA School Health Program provides direct and consultative nursing services for Bennington Public Schools through a private contractual agreement. The nurse's office is located in the elementary office area.

A VNA School Health Program Medication Authorization needs to be completed in the event your child would need to take medication while at school. Forms are available at the office.

When a student must take medication during the hours the student is in school, the following procedure is to be followed:

1. All medication is to be brought to the office when the student arrives at school in the morning. Parents are required to conduct an exact count of the medication and present it to the school along with the medication. Upon medication arrival to the school, the health office will also conduct a count of the medication. The medication count must match that provided by the parent/guardian. The parent/guardian will be contacted to conduct medication if a count is not provided or if a discrepancy in the count occurs.
2. For prescription medications - the label on the medication shall include the student's name, physician's name, date and directions to be followed. This should contain the original container and label. Non-prescription medications should be brought to school in the original container along with signed parental permission stating dosage instructions.
3. All medications will be stored in the office at all times. Students should not keep medication on them, in their desks, or in their backpacks.
4. Medication will be used by the student only in the office and in front of the school nurse, secretary, health para, or principal.
5. Teachers will give students permission to go to the office to take the medication.
6. Medications, which are prescribed to be given 3 times per day or less, will not be dispensed during the school day. It is suggested to dispense before school, after school and bedtime.
7. All medication will be stored in a locked cabinet or drawer and effective controls shall be maintained to provide safety or proper usage. A record of daily dispensation will be maintained.
8. In some instances, the school may request parental permission to consult with the prescribing doctor about the medication and its effects.

Exclusion Period for Contagious Diseases

Mumps	9 days or until swelling disappears
Scarlet fever	7 days from onset or 24 hours after antibiotics
Chicken pox	7 days from onset
Measles	7 days from onset
3 Day Measles	5 days
Whooping Cough	21 days
Impetigo	Until completely healed/physician permission
Pink Eye	Until treated by a doctor and eyes are clear
Scabies	Until first treatment by doctor
Hepatitis	Until physician approves return
Live Lice/Nits	Students identified with nits attached less than ¼ an inch from the base of the hair shaft or identified with live lice will be referred to

parents for treatment and receive further monitoring to avoid re-infestation.

Nebraska School Immunization Law

Effective July 1, 1994, the Revised Statutes Supplement was amended as follows:

Each student in the state shall be protected against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, hepatitis B and varicella (chickenpox) by immunization prior to enrollment. Any student who does not comply shall not be permitted to continue in school until he or she shall so comply.

The statute further provides that immunizations will not be required for a student's enrollment in any school in the state if he or she submits to the school either of the following:

1. A statement signed by a physician licensed under the Uniform Licensing Law stating that, in the physician's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household.
2. An affidavit signed by the student, or if he or she is a minor, by a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.
3. A student may be provisionally enrolled in a school in Nebraska if he or she has begun the immunizations required under Section 49-444.01 and continues to receive the immunizations as rapidly as is medically feasible.

NOTE: Kindergarten and out-of-state students are required to have a physical exam and vision evaluation, per state law, prior to enrollment in school. Kindergarten physical exams are required to be performed with-in 6 months prior to the student starting school.

Health Screenings at School

Bennington Public Schools will conduct health screenings throughout the year with identified grade levels. Screenings may include, but are not limited to dental, height, weight, vision, color-blindness, and hearing.

There is no waiver option for screening. A parent NOT wishing their child to be screened at school must provide documentation signed by a qualified medical provider verifying the child has been screened, or the child WILL be screened at school.

Screenings as required by the Department of Health and Human Services are:

- Dental, Audio and Vision: K, 1st, 2nd, 3rd, 4th and all new students.
- Vision—Hyperopia (near vision): 1st, 3rd
- Weight/Height Status—Body Mass Index (BMI) Percentile: K, 1st, 2nd, 3rd, 4th

Concussions – Return to Learn Progression

1. **At Home Rest:** Stay at home; limit mental exertion and interaction especially with computers, phones, texting, television, video games and homework.
2. **At Home Light Mental Activity:** No more than 30 minutes of mental exertion. No prolonged concentration on any activity. Minimal interaction with TV, computer, phone or texting.

3. **School – Part time:** NO Testing, avoid loud noises, schedule a quiet area for the student to use if necessary (this includes lunch), modify the student schedule if necessary, allow for extra time in regards to the completion of homework. No physical activity.
4. **School – Part time:** Modified classroom testing, begin to decrease the additional time for the completion of homework. No standardized testing or physical activity.
5. **School – Part time:** Extend the amount of time a student is at school and in the classroom. Begin to remove the temporary accommodations that were in place for the student and progress back to a full normal day of school.
6. **School – Full time:** Return to physical active classes and full homework, testing, class participation.

** This progression will be different for each individual. Communication between the parents, athletic training staff, administration, teachers and athletes is essential to ensure that the athlete is not being placed in an environment that will adversely affect their recovery from a concussion or their academic performance.

ABUSE AND NEGLECT REPORTING PROCEDURES (Revised 1991)

Nebraska Child Abuse Reporting Law

LB 505 passed by the Eighty-Sixth Legislature includes the following:

When any physician, medical institution, nurse, school employee, social worker, or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the department to the toll-free number established by subsection (2) of this section. Such report may be made orally by telephone, with caller giving his or her name and address, and shall be followed by a written report, and to the extent available shall contain the address of the person or persons having custody of the abused or neglected person, the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect, and evidence of previous abuse or neglect including the nature and extent, and any other information which, in the opinion of the person, may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrators.

CAFETERIA INFORMATION

Breakfast Period:

Breakfast is served from 7:45-8:20 a.m.

Food Service

Breakfast is served each morning in our cafeteria. Serving begins at 7:45 a.m. and continues until the 8:20 a.m. start of school. All students arriving for breakfast are to use the northeast entrance to enter the cafeteria. Students who ride the bus are invited to go directly to the cafeteria upon arrival; there will be adequate time for those who wish to have breakfast at school. Students eating breakfast must exit the cafeteria when they have completed their breakfast, and wait with other classmates in the designated area. Elementary students must be in class by 8:20 to avoid being tardy.

Sack Lunches from Home

A food service calendar is sent home monthly indicating student meal choice. Kindergarten through sixth grade will have two lunch options. Students will have the choice of the hot lunch item or a prepared salad tray. The salad will include a fruit, vegetable, dairy, meat, and grain item.

Students in kindergarten through second grade will receive all five components of the daily lunch menu. This includes a milk, unless a documented health reasons is provided by a medical professional. Students in third through sixth grade will receive the option of "Offer vs. Serve". This allows the student to take only three components of the lunch offerings daily. One component must be a full serving of a fruit or vegetable. They may continue to take all five, but must take at least three. During "Offer" service the student is allowed choice and may refuse the foods they do not intend to eat. The school cannot require a child to take a milk or food item. Both "Offer and Serve" food service methods are priced the same.

Students may bring sack lunches if desired. Pop is not allowed in the cafeteria. (Marked Lunchboxes are easy to identify when left in an unusual place.) There is a peanut free table designated in the cafeteria for students with peanut allergies. Food and drinks must stay in the lunchroom area. **Please note that our lunch program prohibits the bringing in of outside fast food during the lunch periods (McDonalds, Burger King, Pizza Hut, Taco Bell, etc.).**

Closed Campus

Our K-12 schools have a closed campus at noon, which means students are not permitted to leave the school during the day.

Meal Rates

Both breakfast and lunch include a 1/2-pint of milk within the cost.

Breakfast	(K-6)	\$1.50 daily
	(Adult)	\$1.85 daily
Lunch	(K-6)	\$2.30 daily
	(Adult)	\$3.25 daily

Milk Rates

1 Carton	(K-12)	\$.45 Each
Semester Milk	(K-6)	\$39.00 per Semester

Milk can be purchased for snack by semester at \$39.00 per semester and \$19.50 per quarter. Semester milk cost is not included in your family lunch account. Snack milk money may only be purchased by semester or quarter. Daily snack milk money will not be accepted. Only exact semester or quarter amounts can be sent to the elementary office. Milk is also available to be purchased by the carton during the lunch period. Juice is also available for those with milk allergies.

Free and reduced-cost breakfasts and lunches are provided for those who qualify. Application forms are distributed in August and are also available in the school office at all times. We encourage families to apply. Students qualifying for such programs help the school receive additional federal grants to support reading. Information about students qualifying for a free or reduced lunch is kept highly confidential in the office of the Superintendent.

Cafeteria Card Use

Students are issued a card for use in the cafeteria until students learn their account numbers and are able to key information into the computer. As students bring payments for school meals, the money is deposited in the family lunch account. Students prepay any amount desired to cover meal costs (i.e. \$10, \$20, and \$50). As students proceed through the food line, their number will be keyed deducting the cost of each meal. Parents/guardians may request a read-out of the child's expenses as needed. All deposits made are to be

put in an envelope indicating the student(s) name(s) and amount to be deposited into their account. Please remember, cash is not identifiable!! Payments to the lunch account are to be made in the cafeteria, before school starts. Please note that a computer will call your home when the account is running low. If you feel your account is incorrect, please contact Lynne Lurvey at 238-3044.

Payments can be made on-line by credit card or check at Benningtonschools.org. Account balances may be checked on-line. When an account balance is between \$7.00 and a negative \$1.99, you will receive a phone call or email notification. If an account balance falls below a negative \$2.00, you will again receive notification and your student/s will receive a sack lunch containing a bread and butter sandwich with milk. Please continually update phone numbers and email addresses as they change.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating 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 toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ACTIVITY ADMISSION PRICES

Activity passes for home activities may be purchased in the secondary office of the Bennington Public Schools. Prices for admission/passes are as follows:

Varsity Game:		High School/Non-Varsity Lower Level:	
Student Admission	\$ 4.00 (K-12)	Student Admission	\$ 1.00 (K-12)
Adult Admission	\$ 6.00	Adult Admission	\$ 3.00
Student Pass	\$35.00		
Adult Pass	\$70.00	Jr. High:	
Family Pass	\$160.00	Student Admission	\$ 1.00 (K-12)
Family pass/Booster Member	\$150.00	Adult Admission	\$ 3.00

** Freshman & JV games held in conjunction with Varsity contests will use the \$6/\$4 pricing.

** Student is defined as any child enrolled in Kindergarten through Grade 12.

Elementary students who attend secondary activities **MUST** attend with and be under the direct supervision of an adult throughout the activity. Students will not be admitted without a parent/adult supervisor attending the event. Good sports are persons who are fair with others and who are accepting when things go wrong or when they can't have their way. They take the bad, as well as the good with a smile.

TRANSPORTATION SERVICES

The Bennington Public Schools will provide free transportation to and from school at designated pick up, drop off or stopping points, at such times and according to such routes as determined by the Bennington Public Schools from time to time for resident students who live more than four miles from the school house they attend. Transportation may also be so provided for school activities as determined by the Bennington School from time to time.

Transportation may also be provided to resident students who live less than four miles from the schoolhouse they attend on a space available basis at a cost of \$175.00 per semester per student (\$350 maximum per semester per family). Payments may be made by the month, by the semester, or annually. A \$5.00 per day per student fee will be charged to occasional riders when and as determined appropriate by the Bennington Public Schools.

Transportation fees assessed by the Bennington Public Schools may be reduced for children eligible for free or reduced-price lunches or breakfasts under the School Breakfast and Lunch Program Act (or extenuating circumstances) upon requests.

If approved, the fee will be 25% of annual transportation fees for students eligible for free lunches or breakfasts and 50% of annual transportation fees for students eligible for reduced-price lunches or breakfasts.

Applications for reduction of school transportation fees will be submitted, in writing, to the Director of Transportation, accompanied by sufficient documentation to establish that the child is eligible for free or reduced-price lunches or breakfasts under the School Breakfast and Lunch Program Act.

The Bennington Public Schools may end any or all transportation services, which may be provided at any time if it is determined to be in its best interests.

Bus/Van Rules and Student Responsibilities

Students in the Bennington School District who ride buses and/or vans are subject to rules and regulations designed to provide safe transportation to and from school. Any misbehavior, which distracts the driver is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Consequence of continued misbehavior could result in a child being denied the privilege of riding the bus. Parents/guardians and students need to review the following bus rules together to assist in making our transportation system safe and pleasant for all who ride:

1. Bus/van transportation is a privilege;
2. Students may be assigned seats on the bus/van;
3. Students need to be ready and in place when the bus/van arrives;
4. Students are to remain seated at all times when the bus/van is moving;
5. Students will not be allowed to extend any body part or throw any item out of the bus/van window;
6. Aisles are to remain open and free for movement of students entering or leaving the bus;
7. Disruptions by students will not be tolerated! This includes loud voices, vulgar language, fighting, harassment of other students, or any actions that threaten the safety of other students;
8. Students are to cross only in front of the bus after looking both directions for on-coming traffic; and
9. Students and/or parents/guardians are legally responsible for any damage to school owned property.

*Bennington school buses are monitored by video camera. Bus riders will be subjected to video and audio recording.

Recreational Trail

Use of the recreational trail which traverses the school grounds is subject to two sets of rules. The School has retained the authority to control use of the trail in conformance with student discipline and safety rules and regulations. When using the trail, students will be required to follow the same school rules that apply to school grounds. In addition, the City of Bennington has an ordinance which establishes additional rules that students and other users of the trail must follow. The City's ordinance is available in the Principal's office.

STUDENT DRESS

Students are requested to dress appropriately and in good taste. We believe parents/guardians should be responsible for the children's attire and we enlist their cooperation in this endeavor. However, no student will be permitted to dress in a manner which sets him or her apart from the usual dress expected of students which possibly could cause the educational process to be interrupted or become a threat to the safety of the student or the student body.

1. It is inappropriate to wear any top that does not cover the back and abdomen, or any backless halter-top that ties at the neck and back. Tops with thin spaghetti straps or clothing that leaves underwear visible is prohibited.
2. Appropriate short length will be fingertip length when the student extends his/her arms at his/her sides.
3. Hats, bandanas, hoods, coats and jackets of any kind are not to be worn in school. Your child should layer clothing if he/she gets chilled easily.
4. Printed wording or pictures on clothing that advertises or promotes alcohol, smoking, or drugs; uses profanity, makes reference to sexuality; or is otherwise inappropriate is not allowed in school.

Should any of these clothing infractions occur, the student may be required to change or a parent/guardian will be contacted to provide alternate attire.

Cell Phones/Tech Equipment

Cell phones, pagers, walkie-talkies, game consoles, and any other communication device should not be brought to school unless used for educational purpose. Such devices interrupt the classroom learning environment. If use of a technology device is observed during school hours for a purpose other than an educational activity directed by a teacher, the item will be confiscated and require a parent/guardian to pick it up in the office.

Physical Education

Tennis shoes need to be brought to school for P.E. use to protect the floor and keep it clean. Students not wearing tennis shoes will need to participate in their stocking feet, which puts students in danger of slipping and falling in the gym. In the past, most children bring a pair of tennis shoes and leave them in their locker.

SAFETY

1. Roller skates, tennis shoe-skates, inline skates, scooters and skateboards are not permitted at school.
2. Water guns and water play are not permitted on school grounds.
3. Bicycles are to be parked in the bike rack as soon as the student arrives. Students who ride

bicycles must walk bikes while on school property and while moving among groups of children walking to or from school.

4. Please do not bring your pet(s) to school. The appropriate officials will be called when stray pets come on school property. Children walking should make sure pets do not follow them.
5. Illegal substances are not safe. State law and Board of Education policy strictly prohibit students and all patrons from having tobacco products, e-cigarettes, alcohol, and other drugs at school. Weapons, firearms, knives, matches, and explosives are also prohibited. Violation of the policy will result in appropriate disciplinary action.
6. Walking to school can be dangerous unless basic guidelines are followed:
 - a. stay on the sidewalk;
 - b. follow the route designated by parents/guardians;
 - c. don't talk to or take anything from strangers;
 - d. report any contact strangers make with you; and
 - e. make sure problems are reported to an adult at school.
7. Parents/guardians are responsible for their child's conduct to and from school. Misconduct will result in notification to parents/guardians.
8. Any threats to another's safety and terroristic threats will be taken seriously, and may be referred to local police department.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

Internet Access:

We are pleased to offer the staff and students of the Bennington Public Schools access to the district computer network, the Internet. To gain access to the Internet, all students attending the Bennington Public Schools must sign a "Student Agreement", and their parents/guardians must sign a "Parents/Guardians Agreement", which will be kept on file by the district. Access to the Internet will enable students to explore thousands of libraries, data bases, and bulletin boards with Internet users throughout the world. Students and parents/guardians should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials at will. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities, exceed any disadvantages. But ultimately, parents/guardians and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Bennington Public Schools support and respect each family's right to decide whether or not to apply for access.

E-mail and Internet Rules

1. E-mail and Internet networks are provided to staff and students to conduct research. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental/guardian permission is required for student use. Access to the Internet and e-mail is a privilege, not a right.
2. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

3. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
4. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.
5. The district will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. 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 for the replacement of any damage to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's password.
4. Users shall not use Bennington Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by the Bennington Public School District, teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
9. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

Penalties for Use of the Internet

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Bennington Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

Violations of the policies and procedures of the Bennington Public Schools concerning the use of computers and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

Student and Parent Agreement

The Student's Agreement and Parent's Agreement, in the forms attached hereto as Appendix "2" and Appendix "3" respectively, are incorporated by this reference.

Bennington Public School
Bennington, Nebraska

Notice of Nondiscrimination

The Bennington Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ms. Sarah Ihrig, Director of Student Services, 11620 North 156th Street, P.O. Box 309, Bennington, NE 68007 (402) 238-3044 (sihrig@benmps.org).

Employees and Others: Dr. Terry L. Haack, Superintendent, 11620 North 156th Street, P.O. Box 309, Bennington, NE 68007 (402) 238-3044 (thaack@benmps.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The Bennington Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties and others is strictly prohibited and will not be tolerated.

NONDISCRIMINATION GRIEVANCE PROCEDURES

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District’s website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District’s student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District’s designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District’s standards for a prompt and equitable grievance procedure outlined in section below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

PROCEDURES

Level One – Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District’s investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complaints or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

Level Two – If a party is not satisfied with the findings or remedies (or both set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within **ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

Level Three – If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent to the designated compliance coordinator. The Board’s determination, and any actions taken, will be final on behalf of the District.

Remedies – If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination,

Asbestos Notification

The Institute for Environmental Assessment has been retained by the Bennington Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The district will conduct periodic surveillance of all asbestos materials on an annual basis. This periodic surveillance has been conducted to provide continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have questions, please contact the Superintendent at 238-3044.

STUDENT FEES POLICY

The Board of Education of Bennington Public Schools has adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District’s general policy is to provide for free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents/guardians have historically contributed to the District’s efforts to provide such activities, programs, and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the 2009-2010 school year. Parents/guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items & miscellaneous

- a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

- b. Courses

- (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

- (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents/guardians or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

1. Books lost or damaged beyond repair - full value of replacement.
2. Backs or covers broken - \$7.50 per book (over 2 years old) or \$15.00 per book (less than 2 years old).
3. Pages torn - \$.50 per page
4. Writing in book - \$.25 per page

- (iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be

required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

3. Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
4. Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the 2010-2011 school year are further specified and may be obtained in detail from the building principal. Admission fees are charged for extracurricular activities and events.
5. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
6. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
7. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used

to prevent parents/guardians of students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or pre-kindergarten services Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
10. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
11. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
12. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District, or to every household in which at least one student resides, at no cost.
13. 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.

Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

Bennington Elementary School Handbook Agreement

The 2016-2017 Student-Parent Handbook of Bennington Public Schools is available on the internet at www.benningtonschools.org.

We are asking you to consider using the internet to access and review the 2016-2017 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search the handbook when you have questions throughout the school year. Thank you for considering this use of technology to improve school-home communication.

Please return to the Principal's office by August 31, 2016.

_____ **Thank you for providing the 2016-2017 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

_____ **I prefer a paper copy of the Handbook.**

Name

RECEIPT OF 2016-2017 STUDENT-PARENT HANDBOOK

The signed receipt acknowledges receipt of the 2016-2017 Student-Parent Handbook of Bennington Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about a Safe and Drug-Free School. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Permission for Video or Photos

I give my permission for my child/children to be included in school photographs and/or videos used in school publications, on the school website and in area newspapers:

(Please check and initial the appropriate line). () YES _____ () NO _____

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT/PARENT

AGREEMENT In order to make sure that all members of the Bennington Public Schools' community understand and agree to the rules of conduct, Bennington Public Schools asks that you as a student and parent/guardian sign the following statement: I have received a copy of, and have read, the "Terms and Conditions for Internet Access" adopted by the Bennington Public School District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Bennington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. As a parent or guardian, I grant permission for my son or daughter to access the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Bennington Public Schools responsible for materials acquired or sent via the network. I agree not to hold the Bennington Public Schools or any of its employees or any of the institutions for networks providing access to Bennington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

