

2021-22 ELEMENTARY HANDBOOK TABLE OF CONTENTS

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NOTICE OF NONDISCRIMINATION

Bancroft-Rosalie Community School does not discriminate on the basis of race, color national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities. It is the intent of Bancroft-Rosalie Community School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Bancroft-Rosalie Community School. Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Superintendent Jon Cerny, Box 129, Bancroft, NE 68004 or call 402-648-3336.

BANCROFT-ROSALIE MISSION STATEMENT & BELIEFS

“Striving For Student Growth and Excellence”

- All students can learn
- Students learn best in a positive, safe environment
- Students must be prepared to compete and excel in a digital age
- Student’s individual needs must be met
- Students need relevant skills in diverse opportunities

SCHOOL HOURS

School begins at 8:15 a.m. PARENTS PLEASE NOTE--- Pre-School & K-12 students from Rosalie are not to arrive at the Rosalie building before 7:40 a.m. The bus will leave for Bancroft at 7:45 a.m. Pre-School & K-12 students from Bancroft are not to arrive at the Bancroft buildings until 8:00 a.m. unless they are eating breakfast, which will start at 7:45 a.m.

SCHOOL OFFICE HOURS

The school office is open from 7:30 a.m. to 4:30 p.m. Parents are encouraged to call the office for an appointment if they wish to have a conference with the principal or the teacher. The Bancroft office phone number is 648-3336.

CHAIN OF COMMAND

The Superintendent is ultimately responsible for all phases of the educational program. The organization and administration are delegated to the Elementary Administrator. Any problems should follow the chain of command.

Board of Education
Superintendent
Elementary Administrator
Classroom Teacher
Teacher’s Aide

PARENT CLASSROOM VISITATIONS

Parents are not only invited to visit school but are strongly encouraged to do so. Parents are asked to make prior arrangements with the classroom teacher. Visits will be no longer than 2 hours on any given day.

STUDENT VISITORS FROM OTHER SCHOOL DISTRICTS

Prior arrangements through the office are needed for all student visits. Guest students are welcome to visit during noon but will not be allowed during class time without administrative permission.

PARTY INVITATIONS/GIFT EXCHANGES

If invitations for parties are to be handed out in school, all boys or girls must be included. No student Gift Exchanges will be allowed at school.

STUDENT RECORDS

SEC 79-4, 158. SCHOOL BOARD; BOARD OF EDUCATION; OFFICIAL POLICY RESPECTING PERSONNEL FILES AND STUDENTS RECORDS, RULES AND REGULATIONS; of each school district shall adopt and publish an official policy respecting personnel files and student records, which policy shall not conflict in any manner with rules and regulations of the State Records Administrator adopted pursuant to section 84 - 1201 to 84-1220, Reissue Revised Statutes of Nebraska, 1943. (laws 1973)

A cumulative record will be kept for each student in Bancroft-Rosalie Community School which will include such information as: test scores, school marks, health records, work experience, high school activities, and any other information that will be meaningful. I.E.P. records are kept in a separate file.

This information will be available to the counselor and to the teachers so that each may better understand the student. NO information will be provided other school systems, agencies, prospective employers, or institutions of higher learning unless a release form for the same has been signed by the parents or a student (18 years old).

The counselor will supply an official transcript of grades from the permanent record of pupils transferring to another school or seeking admission into college upon written request.

The transcript will be sent directly to the receiving school or college. Pupils who are 18 or have graduated or their parents or guardian may review and challenge the pupils records according to law.

CHECKING IN & OUT OF THE OFFICE

Please make sure that all students check in and out of the office when arriving late or leaving early from school. Parents must send notes explaining the student’s absence or reason for leaving early.

ATTENDANCE

ATTENDANCE PROCESS FLOWCHART

<p>The student’s parent/guardian is expected to notify the school when their student will be absent. The school will record the information, document the reason for the absence, and determine if the absence is either <i>School Excused</i> or <i>Not School Excused</i>.</p>		<p>Nebraska State Law, 79-209, allows schools to refer every student, whether of elementary, middle, or high school age who exceeds high school age who exceeds 20 days of <i>Not School Excused</i> absences during the school year to the County Attorney.</p>
<p style="text-align: center;"><u>Stage 1</u></p> <p>The student has missed 5 days of school or the hourly equivalent thereof this school year.</p> <ul style="list-style-type: none"> ● The school sends out to the student’s parent(s)/guardian(s) the Stage 1 letter. ● The juvenile service office of Cuming County will be notified. ● School staff reviews the student’s attendance history. ● The school contacts the student’s parent(s)/guardian(s) about their student’s problematic attendance. ● (Grades K-6) School staff (administrator, counselor, social worker) meets with the student about their problematic attendance. 		
<p style="text-align: center;"><u>Stage 2</u></p> <p>The student has missed more than 10 days of school or the hourly equivalent thereof this school year.</p> <ul style="list-style-type: none"> ● The school sends out to the student’s parent(s)/guardian(s) the Stage 2 letter. ● The juvenile service office of Cuming County will be notified. ● (Grades K-6) School staff (administrator, counselor, social worker) meets with the student about their problematic attendance. ● The school contacts the student’s parent(s)/guardian(s) with regards to their student’s continued problematic attendance and schedules a Collaborative Plan Meeting with school personnel. ● Collaborative Plan Meeting form completed. 		

<p>A referral to the County Attorney may also be made by the school at Stages 1, 2, or 3 based upon the student's prior attendance history if absences from previous school years were excessive.</p>		<p>Parents can monitor their student's attendance on PowerSchool.</p>
<p style="text-align: center;"><u>Stage 3</u></p> <p>The student has missed 15 days of school or the hourly equivalent thereof this school year.</p> <ul style="list-style-type: none"> ● The school sends out to the student's parent(s)/guardian(s) the Stage 3 letter. ● The juvenile service office of Cuming County will be notified. ● (Grades K-6) School staff (administrator, counselor, social worker) meets with the student about their problematic attendance. ● The school contacts the student's parent(s)/guardian(s) with regards to their student's continued problematic attendance and/or schedules a meeting to review the Collaborative Plan with school personnel. ● Collaborative Plan Meeting form completed. 		
<p style="text-align: center;"><u>Stage 4</u></p> <p>The student has missed more than 20 days of school or the hourly equivalent thereof this school year.</p> <ul style="list-style-type: none"> ● The school sends out to the student's parent(s)/guardian(s) the Stage 4 letter or the Stage 4 County Attorney Referral Letter, with the Collaborative Plan(s), and information regarding the dates the stage letters were sent and the dates regarding meetings with the student and their parent(s)/guardian(s). 		

Attendance will be taken for each class period of the school day and recorded on PowerSchool. To be considered "In Attendance", a student must be physically present in the classroom for the majority of the class period (over half the period). If a student is unable to be present in the building for any reason, he or she may have the option to Zoom with their class but will not receive credit for attendance unless one of the following criteria are met:

- 1. The student is taking part in a school-wide remote learning day (Due to weather conditions, sickness outbreak concerns, etc.) On school-wide remote learning days, students will be considered "In Attendance" by joining their class on Zoom and completing all required homework assignments**
- 2. The student has been required by the school or a health services official (Family Doctor, Public Health Dept., Etc.) to stay home in isolation from other students and school staff.**
- 3. Other pre-arranged extended absences made in advance, pending administrative approval. Daily absences will not be considered for receiving attendance on zoom.**

TARDINESS

All students late to school must check in at the office and get an admit slip. Students habitually arriving late will not be allowed to disrupt classes in progress and unexcused absences for that class will result. After the 5th unexcused tardy during the semester the student will be to stay after school that day for 30 minutes. Excused tardies are Doctor or Dental appointments or for students attending funerals and they must be prearranged. A parent excusing a student to sleep in is not considered an excused tardy. Students coming in late for other reasons will count as an unexcused tardy

and after the 5th one during the semester will be required to stay 30 minutes after school that day.

HOMEWORK

Elementary teachers realize that the normal, active child needs to be alone, to think, to relax, and to enjoy himself. Homework, therefore, in the elementary grades will be minimal. Homework will not be of a disciplinary nature, but just reinforce principles learned during the day. Homework assignments reflect a given lesson; provide practice for skills taught, and such that can be shared with the parents as well. Ample time will be given in school for students to complete most homework assignments. Time guidelines for homework when assigned:

Grades 1-2 10-20 minutes Grades 3-4 20-40 minutes Grade 5-6 30-60 minutes

Special situations at any grade level may warrant deviations from this schedule.

Remember - Homework is a joint activity between home and school.

PLAYGROUND and GYM

ALL students are encouraged and required to be safe, responsible, and respectful in all areas of the Bancroft-Rosalie School including the playground. Below is a list of expectations for the playground area for the elementary students:

Safe students...

- report strangers to the supervisor
- keep hands and feet to themselves
- use equipment properly
- cross the street in the crosswalk
- stay in the playground area

Responsible students...

- put equipment away properly
- line up quickly and quietly when the whistle is blown
- follow game rules
- pick up after themselves
- find an adult when someone is injured

Respectful students...

- wait their turn
- practice good sportsmanship
- listen to the supervisor
- treat school equipment properly

ATTENDANCE AT SCHOOL ACTIVITIES

Students are required to be in school for six of the eight periods in order to be able to attend school activities that night. Elementary students will not be dismissed to attend Jr. High or High School activities during the school day.

Students may attend State Competitions as spectators with their parents as long as their absence is pre-arranged and all work is made up before the day the student is absent.

NO elementary students will be allowed in the gymnasium lobby during games without a parent. Students may go to the restrooms or concession stand between quarters or at half-time.

RECESS-OUTDOORS

No outdoor recess is held if it's raining or the cold is excessive. Please dress your child according to the weather.

PARENT-TEACHER CONFERENCES

Regular Parent-Teacher Conferences are held twice each year for students in Pre-school through 6th grade. Special conferences may be arranged by calling the school or by sending a note to your child's teacher. Conferences may not be held when the teacher is responsible for class supervision.

The teacher is the first step in any concern, question, or complaint. The elementary administrator will be available to discuss the situation after the parent-teacher conference. The elementary administrator will attend any conference at the request of the parent or teacher.

TEACHER QUALIFICATIONS

Parents may request to know the qualifications of their student's teachers. Requests need to be directed to the Administration.

PHONE/ADDRESS CHANGE

The school should be notified of any change of address or home telephone number. If you are uncertain as to whether we have current information, please contact office personnel so we can update as necessary. Emergency situations often arise when this information is vital to the school. Also, please notify us of any change or plans for moving so sufficient time is given for accumulating student records.

Written parental permission is needed before students' records can be transferred or requested by schools.

CONDUCT

Student responsibilities include the following:

- 1) To comply with the expectations of the classroom and school.
- 2) To pursue the prescribed course of study.
- 3) To be alert and responsible to directions.
- 4) To respect and respond to the authority of teachers and other school personnel.
- 5) To be courteous to fellow students and school personnel and respect the rights and property of others.

With these responsibilities, students have the freedom and encouragement to express their individuality. That freedom cannot intrude upon or endanger the freedom of others, nor can it interfere with our teaching or other students' learning. Disobedience or open defiance of school regulations or authority shall constitute sufficient cause for disciplinary action from temporary suspension of in-school privileges or after school detention to suspension or expulsion from school.

Parents can assist in promoting good behavior by:

- 1) Supporting the school in requiring students to observe all school rules and regulations and helping students to accept responsibility for any willful misbehavior on their part.
- 2) Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
- 3) Check both sides of the story before taking action.

REPORT CARDS-GRADING

Report cards are sent home the week following the close of each quarter. The parents should examine the cards and call the school if they have a question. On the occasion of Parent-Teacher Conferences, report cards are usually held until parents come for their conference. Progress reports are sent home halfway through each quarter. The report card will report on the child's achievement and citizenship. The primary purpose of grades is to communicate student achievement to students, parents, schools and others.

Markings:	A - Excels in subject area	P - Pass
	B - Exceeds basic requirements	E - Excellent
	C - Meets basic requirements	S - Satisfactory
	N - Needs Improvement	U - Unsatisfactory
	NP - Not Passing	

POWERSCHOOL

Instructions for accessing your students grades via the Internet.

Call the office for your password and log on at <http://br.powerschool.com>

HEALTH SERVICES

Students are to report all injuries to the office immediately. A school nurse will give each student an eye, ear, and scoliosis screening every year.

STUDENT INSURANCE

The school itself does not carry accident insurance on students in event of injury. Athletes may purchase insurance made available as a service of the school to help pay the cost of covered football injuries. There will also be insurance offered to the students for school-time, 24-hour accident and 24-hour dental accident plans.

PHYSICAL EXAMINATIONS

REQUIRED FOR: Each student entering: 1. Preschool/Kindergarten
2. Seventh Grade
3. From Another State Regardless of Grade Level

A student must provide written evidence signed by a qualified physician that the student has had a physical examination within six months prior to the opening of school. The cost of the required physical examination shall be borne by the parent or guardian of each child.

Important! No student in any of the above groups (Kindergarten, Grade Seven, and any student new to the district from another state) will be permitted to enroll in school unless the school is provided with (1) evidence of a physical examination within the past six months, or (2) a parent signed waiver. Nebraska State School Law 79-444 establishes the above requirements as enacted by the legislature of the State of Nebraska.

ACCORDING TO STATE LAW ANY STUDENT WHO DOES NOT COMPLY WITH THE STATE IMMUNIZATION AND PHYSICAL EXAMINATION REQUIREMENTS SHALL NOT BE PERMITTED TO CONTINUE IN SCHOOL

ILLNESS - COMMUNICABLE DISEASES

Keep your child at home and consider calling the doctor if he/she has a **100° fever without medication**, nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eye, (Pink Eye for at least the first day- student must be on medication for 24 hours before coming to school) discharging ear, extreme paleness, coughing. The school reserves the right to exclude students at times of questionable health problems or conditions. The school may also require a signed physician's statement before allowing the student to return to school. If a student was sent home due to Head Lice, they will need to be brought into the office by a parent and checked by school personnel before they will be allowed back into the classroom.

If your child is absent because of illness he/she should bring a note from home. Ill or injured children are not usually kept at school. The parents are contacted when this occurs so that they may come and take the child home.

First aid is administered to the students in the classroom, the office, or by the school nurse. The emergency page, which we have on file for each student, helps us to locate the parents or someone listed on the page in case we cannot locate the parents. In case of an emergency the rescue unit will take the student to the hospital if a parent cannot be reached.

Changes to safety protocols will be made following recommendations from CDC, DHHS, Nebraska Department of Education and Elkhorn Logan Valley Public Health Department.

IMMUNIZATION

All students in graded K through 12 must be immunized. Protection against the following diseases is required:

1) Diphtheria, Tetanus and Pertussis (Whooping Cough); 2) Polio; 3) Measles/Rubella;
4) Mumps; 5) Hepatitis B (beginning August 2000) Schools are required to have either an adequate immunization history or a parent signed waiver of immunization from every student. Adequate proof of immunization shall be a written record listing at least the month and year of each immunization.

B-R'S DISCIPLINE PROCEDURES

B-R is committed to move from negative, punitive, reactive approaches to discipline with positive, proactive, and preventive approaches through our development of PBIS (Positive Behavioral Intervention and Support). Our goal is to teach our students the expectations we want them to display and practice on a daily basis. By detailing every expected behavior and teaching students in a positive way, we will provide a common language for everyone in our school, including students, teachers, administration, and all classified staff to follow.

CELL PHONES

Students are not allowed to use Cell Phones during class time or during study hall throughout the school day. If a student is caught making a call, texting, have it ring during class, etc....

The phone will be taken away and returned to the student at the end of the period. If this happens multiple times the phone should be turned into the office and the student will have to speak to the administration after school before it is returned to them.

Staff can grant permission for cell phone use depending on the situation.

REFERRAL FORMS (MINOR or MAJOR)

If a student is given a referral form by a teacher or the office, they must serve the time on the day it is received after school. Students in after school study hall will not be allowed to use the computers unless they get permission from the after-school monitor (computers

may only be used for educational purposes). On the third minor referral, a student may be sent to the administration if the minor behavior has developed into a major where further disciplinary action will be determined. Students that have to stay after school will be allowed to call their parents and make arrangements for transportation.

IN-SCHOOL SUSPENSIONS

Students will get their assignments from their teachers before school the day or days of their suspensions.

SUSPENSIONS

The following behaviors deserve special attention and will result in suspension or expulsion:

1. Refusal to comply with reasonable standards of behavior established by teachers or building administrators. (In-school suspension)
2. Vandalism of property belonging to the school district, staff, students. (Pay for repair or replacement and one day in-school suspension)
3. Dangerous communicable disease transmissible through normal school contacts. (Removal from school)
A Drs. note may be required before they will be admitted back in school
4. Gross disrespect for teachers, fellow students, school officials, and employees. (3-day in-school suspension or out-of-school suspension)
5. Fighting. (1-3 days in-school suspension or out of school suspension)
6. Theft. (3 days in-school suspension or out of school suspension)
Subsequent offenses for 1-6 will result in a more severe suspension or an expulsion.
7. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, or alcoholic liquor. A student found possessing drugs, drug paraphernalia, using or under the influence of an alcoholic beverage or controlled substance at school or a school activity will be suspended from school pending review of the case by the Board of Education. This in no way shall prevent prosecution by proper authorities.
8. Tobacco; State law prohibits smoking in public buildings except where authorized. There are no authorized places in Bancroft-Rosalie Community Schools for students. This ruling has been extended to include chewing tobacco and dipping snuff. A violation of the smoking policy will result in a one-day suspension from school. If there are repeated violations expulsion from school may be the only remedy.

LONG-TERM SUSPENSIONS AND EXPULSIONS

Long-term suspensions shall mean the exclusion of a student from attendance in school within the Bancroft-Rosalie School System for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in school within the system for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
3. Causing or attempting to cause physical injury to a school employee or any student. Physical injury caused by accident, self-defense or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, or alcoholic liquor.
7. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
8. A repeated violation of any rules validly established pursuant to section 7 of this act if such violations constitute a substantial interference with school purposes.
9. If a student is determined to have brought a firearm to school, the student shall be expelled from

school for a period of not less than one year. The superintendent may modify such one-year expulsion requirement on a case-by-case basis.

It shall be the policy of Bancroft-Rosalie community Schools to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness with the context of an orderly and effective educational process, prior to being subject to emergencies exclusion, short term or long-term suspensions, expulsions, or mandatory reassignments.

BULLYING POLICY

One of our missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

BULLY REPORTING FORM ON BANCROFT-ROSALIE'S WEBSITE

In an effort to stop all bullying, students, parents, and community members can now go online www.bancroft-rosalie.org and report any and all bullying behaviors.

TITLE IX POLICY

The Bancroft-Rosalie Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinate, to the Assistant Secretary of the Office of Civil Rights, or both.

B-R Title IX Coordinator: Karin Vogt, 708 Main Street, PO BOX 129, Bancroft, NE 68004, 402-648-3336

For information regarding the Bancroft-Rosalie Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see the Title IX Grievance Policy. (Located on the school website at www.bancroft-rosalie.org in the Quicklink section)

BUSES/SUBURBANS AND VANS

The bus drivers are responsible for their buses and the discipline on them. Students may be refused transportation if the behavior expectations are not met.

Students will only be allowed to ride the bus to which they are assigned except in an emergency and then only with special permission being given by the principal. A note or phone call from the parents must precede this permission. Riding the bus is considered a "privilege" and one that can be denied.

FOLLOW THESE EXPECTATIONS:

ALL students are encouraged and required to be safe, responsible, and respectful in all areas of the Bancroft-Rosalie School including the buses and school vehicles. Below is a list of expectations for the school vehicles for the students:

Safe students...

- wear a seat belt in all vehicles besides the buses
- follow evacuation procedures
- stay quiet and calm when approaching a railroad crossing

Responsible students...

- arrive on time
- keep the vehicle clean at all times

Respectful students...

- treat the school property, driver and others courteously

The following are the usual consequences to inappropriate behavior:

1. First Offense: Verbal warning from the bus driver; Student may be assigned a seat
2. Second Offense: Written notice sent home.
3. Third Offense: Written notice and phone call to parents from principal and the student(s) may lose bus riding

privileges.

SCHOOL CLOSING

In the event of a severe blizzard or other emergency conditions, which would make it unsafe to transport students or to hold school, an announcement will be made as early as possible. School closings will be broadcast over KFAB in Omaha, KWPN - AM 84 in West Point, and Sioux City Radio/TV stations.

Parents are notified through Swift K-12 by text, phone or email. This is automatic through PowerSchool.

LIBRARY

Students are scheduled to go to the library for one period each week but are allowed other visits as permitted by their teachers. Their privileges may be taken away if proper care of books is not maintained. Students may be assessed fines for damaged or lost books or other materials. If a student loses a book, he/she must pay for it before he/she is issued another one. Students may be charged the full price for replacing a book. Students may be charged for damaged or dirty books.

All students also have access to Axis 360, a large digital library through ESU2 as well as the Nebraska OverDrive Library through the Bancroft Public Library. Links to each digital library can be found by going to the Library Media Resources Quicklinks tab on the school website, or using the following link: <https://www.bancroft-rosalie.org/vnews/display.v/SEC/Resources%7CLibrary%20Resource>

MONEY

When students bring money to school, it should be placed in an envelope with the student's name, grade, and purpose of the money written on the envelope. This will help prevent money from becoming lost or unidentified.

LUNCH PROGRAM

The Bancroft-Rosalie Community School qualifies for the Community Eligibility Provision (CEP), currently through the 2023-2024 school year, meaning all students are eligible to receive free breakfasts, lunches, and after school snacks (if enrolled in the DEN).

Additional charges apply for extra items taken during breakfast or lunch including:

Extra Lunch Entree: \$1.00

Extra Breakfast Entree: \$0.50

Extra Milk or Juice: \$0.50

To take extra items, students will need to maintain a positive balance in their family lunch account to cover the costs of any extra items taken.

FIELD TRIPS

Various classes may take educational field trips during the school year. Such trips will be made in school buses with a teacher in charge. A permission slip will be sent home and must be signed by a parent in order for the child to attend.

AFTER SCHOOL PROGRAM

Parents whose children attend the after-school program will have to read and sign the Bancroft-Rosalie Public School The DEN (Discovering, Exploring Now After School Program Handbook before their children can attend. See handbook for details.

FIRE AND TORNADO DRILLS

The school is required by law to have drills. Designated areas and passageways are devised for the students and posted in the rooms. Teachers will describe the procedure for their room to each of their classes.

CURRENT NIT & LICE PROTOCOL FOR BANCROFT-ROSALIE SCHOOL

-If any student is found to have nits or live lice, they are sent home for treatment.

-Upon returning to school, after treatment, they are checked for 5 consecutive days, preferably before they go to the classroom for the day. If they are found to still have nits or live lice, they are sent back home.

-After found to be nit and lice free for five consecutive days, they are checked a week later, and then another week after that.

-Essentially, the student is followed closely for a total of three weeks from the time they were noted to have nits or lice.

-Some students who are not nit and lice free for five consecutive days are restarted at day one after they have been sent back home for any treatment of the nits or live lice. This makes some students being followed closely for more than three weeks.

-Parents or Care givers are given information on what lice are, what they look like, what nits are and what they look like. They are given information for treatment of the hair issues. They are also given information on aiding in getting rid of the lice issues in the home. They have the opportunity to see what actual lice and nits look like as the school nurse has some taped to a piece of paper in the nurse office.

RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

INSUFFICIENT FUNDS

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email. In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order. Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings. Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Guidelines for Dispensing Medication During School Hours

Important Information for Parents/Guardians

Your Written consents if required prior to school personnel providing or administering medication to a child (including over-the counter, non-prescription medications)). By signing below, you acknowledge the following:

If needed, the prescribing physician may be contacted by the school nurse for clarification on medication administered.

Your child's medication will be given by school personnel deemed competent through training or supervision by the Registered School Nurse to provide medication as called for in the Nebraska Medication Aid Act.

You will notify the school promptly if there are changes in your child's medication to be provided at school.

All medications products must be sent to the school in the original container with labels intact, including child's name, physicians name and directions for administering. Medications in bags or any other form of "Home Packaging" will not be accepted, due to safety considerations

Written Parental Consent: Must be Complete prior to Medication Begin Given at School

I give permission to the _____ school to provide _____
Name of School Name of medication & dose

To _____ at _____ directed for _____
Child's Name time Reason For Medication

Date Medication is to begin _____

Date after which the medication should be provided: _____

Signature of parent/guardian

Date

USDA Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Bancroft-Rosalie Community School 2022-2023

July 18-August 4 Summer School

August 9-10 Teacher Workdays
August 15 First Day of School

<p>July</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>August</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>September</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>October</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
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September 5 No School-Labor Day
September 14 2:00pm Dismissal

October 5 2:00pm Dismissal
October 14 2:00pm Dismissal-End of 1st Qtr. 44 days
October 27 Parent-Teachers Conference
October 28 No School Quarter Break

November 2 2:00pm Dismissal
November 23 2:00pm Dismissal
November 24-25 No School Thanksgiving Break

December 7 2:00pm Dismissal
December 22 2:00pm Dismissal-End of 2nd Qtr. 46 days
December 23-January 3 No School Winter Break

January 3 Teacher Workday
January 4 First Day of Second Semester
January 11 2:00pm Dismissal

February 1 2:00pm Dismissal
February 7 Parent-Teacher Conferences
February 10 No School Quarter Break

March 1 2:00pm Dismissal
March 9 2:00pm Dismissal
End of Quarter 46 days
March 10 No School Winter Break

April 5 2:00pm Dismissal
April 7-10 No School Spring Break

May 3 2:00pm Dismissal
May 17 1:00pm Dismissal-Last Day of School 46 Days
May 18-19 Teacher Workdays

Address:
708 Main St
P.O. Box 129
Bancroft, NE 68004

Website: bancroft-rosalie.org
Phone: 402-648-3336
Fax: 402-648-3338

2022-23 EMERGENCY INFORMATION REQUEST

Please fill out and return immediately. Thank you for your information.

Student's Name _____ Student's Cell# _____ Grade _____

Social Security # _____ Today's Date _____

(This is used for the student's permanent transcript which is used for identification purposes only)

I, hereby, give my consent for the Bancroft-Rosalie Community School to use my Child's photograph on the District's website, marquee sign and media pages as related to the control of the District. (Please check the box for a consent of yes.)

Student's Birth Date _____ Age Today ___ Yrs. ___ Months
 Racial Identity: ___ American Indian/Alaska Native ___ Asian ___ Black or African American ___ Native Hawaiian/Other Pac ___ White
 Ethnic Identity: ___ Hispanic or Latino ___ Not Hispanic or Latino
 Distance, in miles, the student's residence is from the **nearest** school building or Bus pick up (Bancroft or Rosalie) _____

Parent's Name _____ Home Phone _____

Address & Box No. _____ Mother Cell Phone _____

City _____ State _____ Zip _____ Father Cell Phone _____

PARENT E-Mail Address _____ STUDENT E-Mail Address _____

Preferred method of contact in a Non-Emergency Situation (Choose One): ___ Phone call to Home
 ___ Phone call to Mother's Work ___ Phone call to Father's Work ___ Phone call to Mother's Cell
 ___ Phone call to Father's Cell ___ Text Message to Mother's Cell ___ Text Message to Father's Cell ___ E-Mail

Place of Employment _____

Name (Mother)	Address	Phone
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Name (Father)	Address	Phone
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If your child becomes ill during the school day and you cannot be reached at your home number, **please list the names and telephone number** of two other adults we may call to come and get your child.

Name _____ Phone _____

Name _____ Phone _____

<u>Employment Status of Student (per week)</u>	0-5 hours	6-10 hours	11-15 hours	16-20 hours	more than 20 hours
<u>Extracurricular Activities (during a one year period)</u>	0	1-3	4-6	more than 6	

PLEASE NOTE:

Your Family's Physician _____

Office Location _____ Phone _____

Is your child allergic to any medications? _____ (If yes, please list) _____

Please list any health conditions your child has that you feel his/her Teacher and School Nurse should know about.

 If our/my child has a serious injury at school or at a school related activity and we cannot be reached, we give permission for the school to have my child transported at parent's expense to the nearest hospital and/or physician's office.

Parent's Signature

The Student Handbook and the new Return to School Plan are available on-line at www.bancroft-rosalie.org or from the school office by request. I agree to follow the rules and regulations as published in the Student Handbook.

STUDENT'S SIGNATURE _____ DATE _____

PARENT'S SIGNATURE _____ DATE _____