

**Scribner-Snyder  
Community School  
2024-2025**



**Elementary  
Parent & Student  
Handbook**

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## 1.) Overview/Introduction

### 1.1 - BOARD OF EDUCATION MEMBERS

Laura Schnoor	President
Mike Fischer	Vice President
Aaron Lange	Secretary
Janis Baker	Member
Don Beck	Member
Dyann Bradbury	Member

### 1.2 - ADMINISTRATION

Joe Peitzmeier	Superintendent	<a href="mailto:jpeitz@sstrojans.org">jpeitz@sstrojans.org</a>
Malia Nemecek	Principal	<a href="mailto:mnemecek@sstrojans.org">mnemecek@sstrojans.org</a>

### 1.3 - ELEMENTARY TEACHING STAFF

Name	Department	Email Address
Arlene Alsmeyer	Library	<a href="mailto:aalsmeyer@sstrojans.org">aalsmeyer@sstrojans.org</a>
Connor Brummond	3rd Grade	<a href="mailto:cbrummond@sstrojans.org">cbrummond@sstrojans.org</a>
Samantha Cash	Life Skills	<a href="mailto:scash@sstrojans.org">scash@sstrojans.org</a>
Brenda Cropp	2nd Grade	<a href="mailto:bcropp@sstrojans.org">bcropp@sstrojans.org</a>
Blake Dieckmann	PE & Health	<a href="mailto:bdieckmann@sstrojans.org">bdieckmann@sstrojans.org</a>
Leah Fischer	JH Math/School Counselor	<a href="mailto:lfischer@sstrojans.org">lfischer@sstrojans.org</a>
Casey Gustafson	Title I/HAL/Kids Club	<a href="mailto:cgustafson@sstrojans.org">cgustafson@sstrojans.org</a>
Carlie Loth	1st Grade	<a href="mailto:cloth@sstrojans.org">cloth@sstrojans.org</a>
Myron Poesnecker	Instrumental & Vocal Music	<a href="mailto:mposneck@sstrojans.org">mposneck@sstrojans.org</a>
Stephanie Rangeloff	4th Grade	<a href="mailto:srangeloff@sstrojans.org">srangeloff@sstrojans.org</a>
Kris Rienert	5th Grade	<a href="mailto:krienert@sstrojans.org">krienert@sstrojans.org</a>
Meredith Rolf	Title I/Problem Solving Team Coord.	<a href="mailto:rrolf@sstrojans.org">rrolf@sstrojans.org</a>
Linda Schafer	Elem. Computer Science	<a href="mailto:lschafer@sstrojans.org">lschafer@sstrojans.org</a>
Leigh Schnoor	Preschool	<a href="mailto:lschnoor@sstrojans.org">lschnoor@sstrojans.org</a>
Danielle Schroetlin	Foreign Language/Elem. Spanish	<a href="mailto:dschroetlin@sstrojans.org">dschroetlin@sstrojans.org</a>
DeeAnne Stewart	Kindergarten	<a href="mailto:dstewart@sstrojans.org">dstewart@sstrojans.org</a>
Megan Stock	K-12 Art	<a href="mailto:mstock@sstrojans.org">mstock@sstrojans.org</a>
Jenn Tedrow	Special Ed. Coordinator/Elem. Resource	<a href="mailto:jtrow@sstrojans.org">jtrow@sstrojans.org</a>
Sally Vogel	Speech/Lang Pathologist	<a href="mailto:svogel@esu2.org">svogel@esu2.org</a>

### 1.4 - Support Staff

Name	Department	Email Address
Harley Baker	Paraprofessional	<a href="mailto:hbaker@sstrojans.org">hbaker@sstrojans.org</a>
Janis Baker	Paraprofessional	<a href="mailto:jbaker@sstrojans.org">jbaker@sstrojans.org</a>
Dan Beerbohm	Transportation	<a href="mailto:beerbohms@gpcom.net">beerbohms@gpcom.net</a>

Amy Berkland	Food Service	<a href="mailto:aberkland@sstrojans.org">aberkland@sstrojans.org</a>
Kanicee Gilmore-Bears	Paraprofessional	<a href="mailto:kgilmore-bears@sstrojans.org">kgilmore-bears@sstrojans.org</a>
Chauncy Homes	Paraprofessional	<a href="mailto:chomes@sstrojans.org">chomes@sstrojans.org</a>
Becky Lundry	Food Service	<a href="mailto:blundry@sstrojans.org">blundry@sstrojans.org</a>
Sharon Meyer	Business Manager	<a href="mailto:smeyer@sstrojans.org">smeyer@sstrojans.org</a>
Bobbi Papousek	Paraprofessional	<a href="mailto:bpapousek@sstrojans.org">bpapousek@sstrojans.org</a>
Shelly Schulenberg	Principal & HS Secretary	<a href="mailto:sschulen@sstrojans.org">sschulen@sstrojans.org</a>
Jan Schut	Paraprofessional	<a href="mailto:jschut@sstrojans.org">jschut@sstrojans.org</a>
Kerin Wattengel	Paraprofessional	<a href="mailto:kwattengel@sstrojans.org">kwattengel@sstrojans.org</a>
Deb Wegner	Supt & Elementary Secretary	<a href="mailto:dwegner@sstrojans.org">dwegner@sstrojans.org</a>
Kevin Wisnieski	Custodian	<a href="mailto:kwisnieski@sstrojans.org">kwisnieski@sstrojans.org</a>
Tammi Wolff	Paraprofessional	<a href="mailto:twolff@sstrojans.org">twolff@sstrojans.org</a>
Jen Wordekemper	Paraprofessional	<a href="mailto:jwordekemper@sstrojans.org">jwordekemper@sstrojans.org</a>

## 1.5 - SCHOOL CALENDAR

### 2024-25 SCHOOL CALENDAR SCRIBNER-SNYDER COMMUNITY SCHOOLS

Revised 4/24

AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024												
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S						
							1	2	3	4	5	6	7	6	7	8	9	10	11	12						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26						
18	19	20	21	22	23	24	22	23	24	25	26	28	27	28	29	30	31									
25	26	27	28	29	30	31	29	30																		

  

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025												
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S						
						1	1	2	3	4	5	6	7	5	6	7	8	9	10	11						
3	4	5	6	7	8	9	8	9	10	11	12	13	14	12	13	14	15	16	17	18						
10	11	12	13	14	15	16	15	16	17	18	19	20	21	19	20	21	22	23	24	25						
17	18	19	20	21	22	23	22	23	24	25	26	28	26	27	28	29	30	31								
24	25	26	27	28	29	30	29																			

  

FEBRUARY 2025							MARCH 2025							APRIL 2025						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
						1	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			

  

MAY 2025							JUNE 2025							JULY 2025												
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S						
						1	1	2	3	4	5	6	7	6	7	8	9	10	11	12						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31								
25	26	27	28	29	30	31	29	30																		

  

SCHOOL CALENDAR DATES		SCHOOL CALENDAR DATES	
August - December, 2024		January - May, 2025	
Aug 12, 13, 14 - Teacher Inservice	Jan 1 - Jan 6 - Christmas Vacation	Jan 6 - No School - Teacher Inservice	Jan 7 - School Resumes
Aug 15 - First Day of School - 1:30 pm Dismissal	Jan 7 - 1:30 pm Dismissal/P-T Conf 4:00 - 7:30 pm	Feb 19 - 1:30 pm Dismissal/P-T Conf 4:00 - 7:30 pm	Feb 21 - No School
Aug 16 - 1:30 pm Dismissal	Mar 7 - No School	Mar 13 - End of 3rd Quarter (46 Days)	Mar 17 - No School - Teacher Work Day/Inservice
Sept 2 - Labor Day - No School	Apr 18-Apr 21 - No School-Spring Break	May 10 - Graduation	May 21 - 1:30 pm Dismissal - End of 2nd Semester (92 Days)
Sept 3 - No School - Teacher Inservice	May 21 - Last Day of School for Students	May 22 - Teacher Work Day/Inservice	May 26 - Memorial Day
Sept 25 - 1:30 pm Dismissal/P-T Conf 4:00 - 7:30 pm			
Sept 27 - No School			
Oct 17 - 1:30 pm Dismissal End of 1st Quarter (43 days)			
Oct 18 - No School Teacher Inservice			
Nov 11 - Veterans Day			
Nov 19 - No School Host Conference One Act			
Nov 26 - 1:30 pm Dismissal - Teacher Inservice			
Nov 27 - No School			
Nov 28, 29 - Thanksgiving Vacation			
Dec 20 - End of 1st Sem (84 days)			
Dec 22-26 - 5 day practice moratorium			
Dec 21-Jan 6 - Christmas Vacation			

last edited 1/30/24 1:20 pm

  

⊗ No School - Holiday or Comp Day	⊗ No School - Holiday or Comp Day
⊘ 1:30 pm Dismissal	⊘ 1:30 pm Dismissal
⊠ Teacher Inservice - No School	⊠ Teacher Inservice - No School
⊙ End of Quarter/Semester	⊙ End of Quarter/Semester

  

AUGUST Teacher days 15	Student days 12
SEPTEMBER Teacher days 19	Student days 18
OCTOBER Teacher days 23	Student days 22
NOVEMBER Teacher days 18	Student days 17
DECEMBER Teacher days 15	Student days 15
<b>1ST SEMESTER Teacher days 90</b>	<b>Student days 84</b>
JANUARY Teacher days 20	Student days 19
FEBRUARY Teacher days 19	Student days 19
MARCH Teacher days 20	Student days 19
APRIL Teacher days 20	Students days 20
MAY Teacher days 16	Student days 15
<b>2ND SEMESTER Teacher days 95</b>	<b>Student days 92</b>
<b>TOTAL DAYS 2024-2025 Teacher days 185</b>	<b>Student days 176</b>

## **1.6 - CLASS SUPPLY LIST**

### **Pre-School**

- 1- Crib Sheet
- 1- Box of Kleenex
- 1- Box of quart size Ziplock bags
- 3- Elmer's disappearing glue sticks
- 1- Family picture to be left at school
- 1- Backpack
- 1- Pair of tennis shoes for P.E. (left at school)

### **Kindergarten**

- 3 -Large box of Kleenex
- 2- Expo Markers- black
- 4- Jumbo glue sticks
- 2- Boxes of 24 count crayons
- 1- Box of quart size Ziplock bags
- 1- Backpack
- 1- Pair of tennis shoes for P.E. (left at school)

### **First Grade**

- 2- Containers of Clorox wipes
- 2- Large boxes of Kleenex
- 2- Jumbo glue sticks
- 1- Box of 24 count crayons
- 1- Package of washable broad tip markers
- 12- Plain #2 pencils
- 1- Pocket folder
- 1- Pencil case
- 1- Water bottle
- 1- Pair of tennis shoes for P.E. (left at school)

### **Second Grade**

- 2- Containers of Clorox wipes
- 2-Large boxes of Kleenex
- 1 - Scissors
- 2- Jumbo glue sticks
- 1- Box of 24 count crayons
- 1- Package of washable broad tip markers
- 12- Plain #2 pencils
- 1- Pencil case
- 1- Clean frosting container with lid
- 1- Water bottle
- 1- Pair of tennis shoes for P.E. (left at school)

### **Third Grade**

- 2- Containers of Clorox wipes
- 2- Boxes of Kleenex
- 2- Jumbo glue sticks
- 12- Plain #2 pencils
- 1- pencil box or bag
- 1- Package of colored pencils
- 1- Scissors
- 1- Eraser
- 1- Clean old sock
- 1- Water bottle
- 1- Pair of tennis shoes for P.E. (left at school)

### **Fourth Grade**

- 2- Container of Clorox wipes
- 2- Large boxes of Kleenex
- 4- Expo markers
- 1- yellow highlighter
- 1- Jumbo glue sticks
- 1- Scissors
- 1- Package of 24 crayons
- 12- Plain #2 pencils
- 1- Pencil case
- 1- Big eraser
- 1-Red pen
- 1- Pair ear buds
- 2 - Notebooks
- 2- Large pocket folders
- 1- Water bottle
- 1- Pair of tennis shoes for P.E. (left at school)

### **Fifth Grade**

- 2- Containers of Clorox wipes
- 2- Boxes of Kleenex
- 1- Glue stick
- 1- Package of 24, #2 pencils (NO MECHANICAL)
- 1- Box of 24 count crayons
- 2- Red pens
- 8- Black Expo markers
- 1- Yellow highlighter
- 1- 12 count package of colored pencils
- 1- Big eraser
- 1- Scissors
- 1- Pencil box
- 1- Water bottle
- 1- Book bag
- 1-Pair of tennis shoes for P.E.(left at school)

## **1.7 - EDUCATIONAL PHILOSOPHY OF THE SCRIBNER-SNYDER COMMUNITY SCHOOL**

Through strong instructional leadership, community and patron involvement, the Scribner-Snyder Community School system will provide the student with a safe and orderly environment that enhances a school-wide emphasis on basic society. A team effort involving teachers, parents, and patrons with high expectations believe that all students can and will learn.

## **1.8 - MISSION STATEMENT OF THE SCRIBNER-SNYDER COMMUNITY SCHOOL**

Small School – Big Education

SSCS – **S**uccessful, **S**trength of Character, **C**ommunity Oriented, **S**elf-Confident

The mission of the Scribner-Snyder Community School system is to develop individuals who function at their full potential and who look forward to rich, productive and satisfying lives. The attainment of jobs, homes, families, and places in community life will give them the opportunity to serve their fellow man.

## **1.9 - BELIEFS OF THE SCRIBNER-SNYDER COMMUNITY SCHOOL**

1. We believe that all persons have equal worth and dignity.
2. We believe that every individual has the inherent right to an education commensurate with his/her abilities.
3. We believe that the commitment of students, staff, parents and patrons determine the quality of education.
4. We believe that learning is a life-long process.
5. We believe that educators are role models.
6. We believe that education will support the democratic system.
7. We believe that education will lead to a rewarding use of leisure time and an awareness of physical and mental wellness.
8. We believe that every person can learn.
9. We believe that the quality of education must not be compromised by cost.
10. We believe that education in a rural setting is rewarding and satisfying.



11. We believe that education will strengthen the moral character of the individual
12. We believe that each person has the opportunity for success.
13. We believe that education will give an awareness of individual cultures.
14. We believe that education will help prepare people for productive and rewarding vocations.
15. We believe that each individual should be challenged to develop their talents to their fullest potential.

### **1.10 - PRINCIPAL'S VISION**

Scribner-Snyder Community School will be a safe and positive learning environment where all students and adults work together to develop each student's full potential.

### **1.11 - STUDENT RESPONSIBILITIES**

The staff of Scribner-Snyder Community School wishes to WELCOME you as we begin this school year. We are trying to help each child maintain his/her early eagerness for learning, to teach each child the fundamental skills necessary for effective learning, to help each child establish attitudes of pride and satisfaction of work, and to help each child establish values that contribute in a positive way to others.

It is our common goal to achieve a school atmosphere which is most conducive to the successful operation of the school. Each employee of the school has a job description listing his/her specific job responsibilities.

Your responsibilities as a student are as follows:

- To apply yourself to the best of your ability to the learning tasks assigned.
- To attend school regularly and punctually.
- To act in a manner that will enhance the learning environment's usefulness.
- To abide by school regulations and to assist in their enforcement and development.
- To expect that each student makes a sincere effort to succeed.

### **1.12 - AIMS AND PURPOSES**

The elementary staff and administration want school to be fun and exciting for all students and excitement in education includes the mastering of a subject, the understanding of an idea and succeeding in the attempt to do something. We think that games and other methods used in school are valuable tools; they cannot take the place of good teaching and just plain hard work on the part of the students.

It is the purpose of elementary education to prepare students for entry to the Junior-Senior High School. To this end, there will be greater coordination and communication between the school levels. We intend to see that the same general attitudes and policies of education and conduct are in effect at the elementary school.

## **2.) General Information**

### **2.1 - HOMEWORK**

The matter of giving students homework is left to the individual teacher; work will be assigned to re-enforce and practice concepts. Teachers will generally allow enough time for the students to get most of their work during the school day. However, there will be times when a certain amount of work will need to be completed at home. Items parents/students need to consider while doing their homework:

#### **HELPFUL HINTS**

- Provide a quiet, well-lighted place for your son/daughter to study. A desk is ideal, but a corner of the kitchen table after dinner is fine, too.
- Establish a regular "homework time" in your home. During this time, there should be no TV or music, and avoid other distractions as well.
- Make sure your child has the "tools of the trade." These tools include: pencil, paper, a computer (if possible) and proper school materials.
- Encourage and support your child's efforts. Be available for questions, but remember--the homework is your child's responsibility, not yours.

### **2.2 - CLASS OFFERINGS**

All students in grades K-5 will be taking Reading, Math, Language Arts, Social Studies and Science in the regular classrooms. In addition, art, vocal music, physical education, keyboarding/computers/coding, elementary counseling, HAL (as assigned), Spanish, and library will be available to all students. Instrumental music is also offered for 5th and 6th graders. Teachers may also schedule other activities as they see fit.

### **2.3 - COMMUNICATIONS**

Teachers will send home weekly information via the "Friday Folder". We encourage you to be an active parent and review your child's work with them as a way to show you have an interest in what they're doing in class. We also encourage you to check out the school's Facebook and web-page for current events and lunch menus.

The school district also has a telephone message system that will be utilized to inform constituents about timely situations/events. At the beginning of the school year we will be asking for current phone numbers so they can be entered into this system. This system can also be used to keep you informed about your current balance on your child or children's lunch bill.

## **2.4 - PROBLEM SOLVING TEAM (PST)/MDT/IEP**

Our school has a Problem Solving Team (PST), Mrs. Rolf runs these meetings. The PST is a group of teachers, parents, and administrators who confidentially work to help students who are struggling with academics or behavior. Students are referred to the PST team by parents or staff members.

Students who score below average on the Acadience diagnostic test in reading may be referred to the PST/ MTSS (Multiple Tiers Systems of Supports) program. Students will then receive additional assistance to help them reach his/her benchmark for their current grade level. SSCS uses a variety of intervention programs to assist the student, including but not limited to the following: Sound Partner, Read Naturally, Rewards and Corrective Reading.

Students needing assistance with their math skills may participate in the IXL Math Program. This program is a computer-based system that students will do in addition to their math curriculum. The goal of the program will be to improve deficient skills in all areas of math and can be used by all students. Students may also receive interventions from a paraprofessional, Title or classroom teacher.

If after the appropriate amount of PST meetings (4 or less) the team feels the strategies/interventions that were put in place to assist the student are not working, the student will then be referred to the school psychologist. At that time, additional testing may be possible to identify areas which can help improve the student's school experience.

## **2.5 - SCHOOL-WIDE TITLE I**

Starting in the 2012-13 school year SSCS has been approved by the NDE to be a School-Wide Title I system. Students testing below average on school-wide assessments may be a candidate for extra support from the Title teachers.

Any parent may request and the district will provide information regarding teacher qualification.

## **2.6 - SCHOOL DAY**

School will start promptly at 8:00 a.m., it is helpful if your child is not late to school. We also ask that students not arrive at school before 7:30 a.m. as this is when the doors are unlocked in the elementary. Students eating breakfast need to report to the commons area, if they're not eating they will go to the gym (or playground – weather permitting). Teachers are not on duty until 7:45 a.m. The school day ends at 3:28 p.m. Teachers will be available to assist your child before school from 7:45-8:00 a.m., and after school until 4:00 p.m. (except on Fridays).

## **2.7 - VISITORS**

Parents are not only invited to visit school, but are encouraged to do so. We ask visitors to please check in at the office to pick-up a visitor badge so that we know who is in the building. Students from other schools are also permitted to visit classrooms with administration approval.

## **2.8 - Breakfast and Lunch Program**

Payment for Meals:

Starting in the 2022-2023 school year free meals for all students will no longer be available. With this in mind, students not enrolled in the Free or Reduced Lunch Program will have to pay for their meals. We encourage families to fill out paperwork for the Free or Reduced Lunch Program to see if you qualify to receive this benefit.

We ask that parents or guardians deposit money in their child's account as needed. If your account gets low you will be called via the School Messenger Calling System. Once you receive this call, the school receives payment for the account within a reasonable time. The school keeps track of these funds for payment rather than paying cash at the point of service. This gives the district better accountability for federal and state reports regarding the school nutrition program.

Pursuant to federal guidelines, the district must allow each student one charge per year. However, the district does not like to have student(s) charge meals other than this one-time event.

### Breakfast and Lunch Prices (2024-2025)

<b>Elem, K-5:</b>		<b>2024-25</b>
Student Breakfast		1.90
Adult Breakfast		2.40
Student Lunch		2.85
Adult Lunch		4.00
<b>Secondary, 6-12:</b>		
Student Breakfast		1.90
Adult Breakfast		2.40
Student Lunch		3.20
Adult Lunch		4.00
Student Entrée		1.75
Adult Entrée		2.75
Milk		.50

## **2.9 - Procedure for Accepting and Filing Complaints of Discrimination in Nebraska School Meal Programs.**

I. Right to File a Complaint

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

## II. Acceptance

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Programs at the Nebraska Department of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

## III. Verbal Complaints

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- a. Name, address and telephone number or other means of contacting the complainant.
- b. The specific location and name of the entity delivering the program service or benefit.
- c. The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.
- d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability).
- e. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

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. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov)

### **2.10 – Parent/Teacher Conferences/Friday Folders**

Parent-Teacher Conferences will be held during the school year. The first conference will be held in October, and the second one will take place in February. The conferences are important because these meetings are one on one with your child's teacher. Conference times for the elementary are scheduled so sibling conferences can be back to back. These meetings typically last about 15 minutes so the teacher has time to speak with all their students' parents in one day. If you feel the conference is too short, another time can be arranged to meet.

In addition to teacher conferences, written reports will be sent to parents in their "Friday Folders". It is important parents check these folders weekly so you're aware of upcoming events at school and that you review your child's work.

### **2.11- Report Cards**

Report cards are sent home 4 times a year at the end of each academic quarter. These reports show your child's progress and record their academic achievement they earned during the school year.

Grading System on report cards:

There will be numerical grades given for student achievement in each area.

(A+) 99-100	(A) 96-98	(A-) 93-95	(B+) 91-92	(B) 88-90
(B-) 86-87	(C+) 84-85	(C) 80-83	(C-) 78-79	(D+) 76-77
(D) 73-75	(D-) 70-72	(F) 69 and below		

These grades will measure how well the student is doing in the classroom. If you have any questions in regard to your child's progress at any time during the year, please contact the school and set up a time with the classroom teacher.

Please note that the “extra” classes (i.e. – P.E., Art, Library, etc.) may be graded on a Pass/Fail basis rather than a numerical grade as listed above. This option will be determined by your child’s teacher.

**2.12 - ABSENCES**

If your child is going to be absent for the day, please call the school by 8:15 a.m. Students absent from any part of the school day for illness are not allowed to participate or attend activities after school or that evening.

When parents know in advance that a student will be absent, please let the teacher know. All school work is to be made up in advance of the absence. In the case of a communicable disease such as chicken pox, measles, pink eye, live lice or fleas, etc. we ask that the school be informed as soon as diagnosis is made. A written note from parents to the teacher will be required when a student has been absent. A student should not be in school if he or she is not recovered sufficiently enough to participate in the normal school day. If a student is well enough to be in school, we will assume he/she is well enough to go out for recess.

**2.13 - Truancy**

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancy may result in a referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent’s personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which

the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) **unexcused absences** in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) **unexcused absences** or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.



## **2.14 - TARDINESS**

If a student arrives late for school and comes within the half hour (8:00-8:30), he/she will be counted tardy. If a student is excessively late, he/she may be required to make up time after school.

## **2.15 - LEAVING SCHOOL DURING THE DAY**

SSCS has a closed campus so students are generally not allowed to leave the school grounds. If a student or students are being picked up from school during the school day a parent or guardian must report to the elementary office to check your child/children out of school.

When a student knows they're going to be absent in advance they will need to bring a note from a parent or a guardian giving the time and reason for leaving. In case an illness during the school day a call to the parent or guardian will be made to ensure proper attention to the health of the student.

Student absences will be calculated and entered into Power School by office personnel. Any absence from school will affect a student's attendance record unless you give us a doctor's note within 3 days of the doctor's office visit. SSCS reserves the right not to excuse doctor's notes for attendance purposes that state, "the student was not seen in office but missed school".

## **2.16 - DOORS LOCKED/SCHOOL SAFETY**

The school district has installed a security lock system on the campus to better secure our buildings. With their installation access to our buildings will be limited to 7 sites. All doors have been clearly marked to indicate which entries can be used. Staff and upper elementary students will be issued security swipe cards to get into certain doors, however, they will still be escorted between buildings during the school day.

Parents will be asked to come in the West door of the commons area to gain access into the building. Office personnel will buzz you in upon your arrival. From there, we ask that you report to the office to obtain a visitor's badge and swipe card, or staff will escort you to your destination.

## **2.17 - DISMISSALS AND DELAYED OPENINGS**

In the case of early dismissal, students and parents will be notified in advance via the district wide calling system.

## **2.18 - COLD AND SEVERE WEATHER**

In cases of severe weather (extreme cold, rain, or snow) students will remain indoors during the lunch recess. The students need to dress appropriately for the weather, we will go outside as

often as the weather allows. During colder weather, students should be prepared to go outside. Please make sure they wear warm coats, scarves, gloves or mittens and boots as needed. Shorts are not allowed to be worn by elementary students from November 1<sup>st</sup> through March 1<sup>st</sup>.

### **2.19 - BUS SCHEDULE POOR WEATHER**

When the weather causes school to begin at any time other than normal, parents will be notified in advance via the district wide calling system about adjusted bus times. If your child misses the bus departure you will become responsible to transport them to school.

### **2.20 - STUDENT TRANSPORTATION INFORMATION**

#### **WHILE RIDING THE SCHOOL BUS:**

1. The driver is in full charge of the bus and the students. Students shall comply promptly and cheerfully with his requests.
2. Upon entering the bus, the student shall immediately be seated. The driver may assign seats to the students. Seats may not be reserved by students. Students are to remain seated. Arms and legs are not to be extended into the aisle.
3. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate actions or language, may forfeit the right to ride on the bus.
4. Unnecessary conversation with the driver is discouraged.
5. During the bus trip students shall remain in their seats.
6. Teasing, scuffling, holding, hitting or using hands, feet or body in an objectionable manner which can cause distraction or injury to occupants of the bus is not permitted.
7. No part of a student's body shall be extended through a bus window. Windows and doors are opened or closed only by permission of the bus driver.
8. Students use the emergency exit door only when an emergency exists.
9. When the bus is stopped for a railroad crossing, students must be quiet.
10. Damage to the bus by a student shall be reported to the driver. In cases of malicious damage, the school district expects to be compensated for the damage.
11. Students wishing to ride the bus on a temporary basis are required to get permission from the principal by submitting a written request stating the date, time, and reason for the request prior to boarding.
12. Students are not allowed to bring toys or other electronic devices on the bus; it has been our experience that these items could be lost, stolen, or broken. If items are brought to school, students do this at their own risk.

#### **UPON LEAVING THE SCHOOL BUS:**

1. Students shall not leave their seat until the bus comes to a full stop and the driver has opened the door.
2. Students should always cross the road in front of the bus AFTER the driver gives the signal and they have looked both ways to make sure they can cross safely.

3. Students will be discharged only at the approved school bus stop unless a written exception by a parent or school official has been given to the driver.
4. Students should go directly from their bus stop to their home.
5. Students wishing to ride the bus on a temporary basis are required to get permission from the principal by submitting a written request stating the date, time, and reason for the request prior to boarding.

#### DISCIPLINE AND PENALTIES:

1. A school bus driver has the authority and the responsibility to discipline pupils on the school bus.
2. Violation will be reported to the school principal and then to the parents.
3. Riding the school bus is a privilege not a right, if students can't control themselves, or cause disruptions, they may be removed from being transported. If this occurs, the parents will be responsible to get your child or children to school.
4. All route buses now have cameras installed on them for the safety and security of everyone involved. If circumstances arise parents/students will be asked to come in so the video tape can be reviewed.

#### DEPARTURE:

Students K-6 will be dismissed on regular class days at 3:28 p.m. If you live in Scribner, students are expected to depart for home immediately, unless other arrangements have been made. Loitering in the school building, or on the school grounds will not be allowed. We encourage students who are walking home to cross Pebble Street use the crossing guards when leaving the school grounds

### **3.) Student Expectations**

#### **3.1 - RIGHTS AND RESPONSIBILITIES**

The conduct of each student at school promotes a general atmosphere which will help all students make the most of learning opportunities. Students are not permitted to disrupt the learning environment.

We feel that a person's responsibility for a pupil's behavior does not stop when the child arrives at school. For this reason, it is our policy to inform you of your child's behavior when it is significantly detrimental to himself or others. The staff, teachers, students and parents are all important members of this learning team. Parental cooperation is paramount to the success of the child's learning experience.

#### **3.2 - CONDUCT AND DISCIPLINE**

Proper care and use of our facilities and equipment is everyone's responsibility.

Students will:

1. Respect school and personal property
2. Obey all staff members when directed to do so
3. Keep hands, feet and objects to yourself
4. Use only appropriate language and actions in the classroom/hallways/during recess
5. Respect and be sensitive to the feelings of others
6. Walk and talk quietly

Deliberate damage or destruction of school property could cause the student to be suspended and most likely will require the parents to pay for the repair or to replace what was damaged. In case of marring or defacing the building or equipment, the student may be required to spend time after school cleaning or removing the marks.

At Scribner-Snyder Community School we believe in positive discipline. This means we (adults) make every effort to intervene in inappropriate child behavior as early as possible. We will ask children to think about their behavior and to describe other decisions that might be more appropriate. (Example: "Next time instead of inappropriately touching Sue, what would be a better decision?") As long as students know the rules and also know the consequences of breaking the rules, most will conduct themselves in a manner that is acceptable.

### **3.3 - CELL PHONES AND ELECTRONIC DEVICES**

All electronic devices such as games, I-pods, I-watches and cell phones interrupt the educational day so our teachers have been asked to closely monitor their use during the school day. If these items are brought to school, the school district is not responsible if they're lost, stolen or broken. If parents feel their child must have a cell phone at school, we ask that these devices are given to their teacher for safe keeping.

### **3.4 - DISCIPLINE FOR CLASSROOM AND SCHOOL BEHAVIOR**

Teachers will deal with classroom discipline as needed. The principal will be included as warranted. In all cases, an attempt to find out the cause of the negative behavior will be made.

If a student's conduct presents a clear threat to the physical safety of herself/himself/others, or is extremely disruptive to the learning environment, the disruptive student may be temporarily removed from the situation.

A student that is continuously disruptive to a class and who will not cooperate with the classroom teacher may receive a detention or suspension. Parents will be notified when a detention or a suspension is given. Suspension may be either in-school or out of school and may vary from a short-term suspension (1-5) days to a long-term suspension (more than five days). For all procedures of suspension, expulsion and mandatory reassignment refer to Appendix A.

### **3.5 - DISCIPLINE FOR FIGHTING AND BULLYING**

Fighting on school grounds is prohibited. Incidents of fighting should be reported to the principal. The principal will give the student(s) the appropriate punishment based on the seriousness of the circumstance; generally, the consequence for fighting will result in an

in-school or out of school for 3 days. When incidents happen, the parents will be notified and the punishments imposed will be reviewed.

If a student is experiencing repeated teasing, or inappropriate physical contact from their peer(s), please encourage students to report these matters to an adult as soon as they happen. SSCS has zero tolerance for bullying and will take all matters that are reported seriously. All incidents will be investigated and followed up on.

### **3.6 - BOOK FINES**

Textbooks and library books lost or damaged by students will result in fines being assessed by the respective teachers. In assessing fines for books an attempt will be made to estimate the value of the item.

### **3.7 - LOST AND FOUND**

We have instructed the custodians that any item found on the floor in the hallways after school is to be turned into the lost and found box found in the elementary office. After a length of time, unclaimed items will be turned over to the Salvation Army or Goodwill. It would be very helpful if parents would label their child's clothing so the owner can be identified.

### **3.8 PLAYGROUND RULES**

The following rules will be observed on the playground and the playground equipment. The playground teacher, teacher aide or playground supervisor has the authority at recess time. When students make a mistake the adult in charge will do their best to correct the behavior in a positive manner.

THE DECISION WHETHER STUDENTS NEED TO WEAR COATS OUTDOORS DURING THE NOON HOUR WILL BE LEFT TO THE DISCRETION OF THE TEACHER OR TEACHER'S AIDE ON DUTY. THE DECISION IS BASED UPON THE WEATHER AT THAT TIME.

#### **Playground Rules and Expectations:**

##### **Safe:**

- Go down slide face up and feet forward
- Walk to and from the playground

##### **Responsible:**

- Bring equipment back inside
- Line up at whistle
- Bring in personal items
- Nature stays on the ground
- Report big problems

##### **Respectful**

- Take Turns
- Hands and feet to self
- Maintain personal bubble

### **3.10 - USE OF THE GYM**

When elementary students use the gym for P.E., recess, or noon hours, it is imperative that the students wear clean soft soled shoes (P.E. Shoes) to protect the gym floor finish. Shoes that can harm the floor finish will not be allowed to be worn. Students need to bring an extra pair of shoes for use in the gym.

### **3.11 - DRESS AND APPEARANCE**

Proper grooming is one of the characteristics of a good school. Successful performance in the classroom and in inter-school competition is predominately equated with emphasis upon grooming habits. For these reasons, activity sponsors, teachers, and students are expected to dress modestly. Dress should not be offensive or revealing. We encourage our students to dress in a manner that will be a credit to Scribner-Snyder Schools.

Clothing and other apparel that will not be allowed are as follows:

1. Shirts/blouses which allow midsection skin to show or are cut too low.
2. No shorts are allowed to be worn to school from November 1<sup>st</sup> – March 1<sup>st</sup>.
3. Students must wear shoes to school. Shoes with cleats and roller blades are not acceptable.
4. Loose-fitting pants must be worn at the waistline, sagging will not be allowed.
5. Messages on clothing and jewelry including profanity, innuendo, references to sex, graffiti, drugs, alcohol or tobacco will not be allowed.
6. Coats, bandanas, scarves, hats, sunglasses, and head-bands are not to be worn in the school building or classroom.

The administration reserves the right to determine the appropriateness of student dress. Violation of the dress code is subject to disciplinary actions. This may include changing into different clothing, wearing a supplied T-shirt, being sent home to change, detention or a combination of actions.

## **4.) REGULATED SCHOOL PROCEDURES**

### **4.1 - SAFETY**

We stress bicycle and pedestrian safety and ask that parents do the same. We ask that students safely ride their bicycle to the bike parking area and park them for the day. Bicycles will not be allowed to be ridden during the school day.

All elementary students need to follow the safety directions of the crossing guards. They are there for your safety and protection. The 6<sup>th</sup> grade students take turns being crossing guards—two students per day have stop signs and help students cross the street by the bus stop. The students must use the crosswalk to cross Pebble Street, and the guards will stop traffic

so the students can cross safely. Children should not enter the street until the crossing guards have given permission to do so. Please help inform and enforce the rule of crossing only at the crosswalk as your child walks home. Parents in Scribner are reminded that traffic is one-way East to West on Pebble Street and that parking is not permitted in front of the school.

#### **4.2 - FIRE and TORNADO DRILLS**

The school district holds monthly fire drills throughout the school year and two tornado drills per school year. Students practice how to safely exit the school during these drills. Drills will be conducted in a quiet and orderly fashion.

The following general regulations pertain to a fire drill:

1. Go in a single file and as quiet as possible.
2. First student leaving the building holds doors open for the rest of the students.
3. Students by windows close them before leaving.
4. Last one out of the room turns off the lights and closes the door.
5. Last one out of the outside exits closes them.
6. Wait for the all clear from administration before entering the building.
7. Return in a single file and return to class quietly.

#### **4.3 - CONCERT/PLAY PRODUCTION**

When attending musical concerts and play production events at Scribner-Snyder Community Schools we want to remind everyone that the students and teachers have put in a lot of practice time to enable them to present to you the best performance possible.

During performances, talking and moving around is distracting to performers and other audience members. Please consider others and remain quiet and in your seat during all performance times. If there is going to be an intermission it will be announced ahead of time and we ask that you wait for this break to get up and leave, get a drink, go to the restroom, etc. If you have to leave early please do so in a quiet and unobtrusive manner. Parents please keep all elementary children with you unless they are in the care and supervision of their teacher. Those that interfere with the performances in any manner will be asked to leave.

#### **4.4 - STUDENT SCHOOL SUPPLIES**

A current supply list is available in the elementary office and will be posted on the school's website at the beginning of each school year.

#### **4.5 - FUNDRAISING PROJECTS**

The school is constantly approached by many different types of fundraising projects to raise money for various charities. Our basic position is that such activity should be done by some other method, other than having students doing this. From time to time, some type of fund-raising activity will take place that can be shown to be of a benefit to the student and school.

#### **4.6 - ACHIEVEMENT TESTS**

Students in grades 3 - 5 will participate in state and local testing during the year. Scores from tests will enable us to identify the special needs of the student. Such tests measure student progress and give the classroom teacher an indication of student achievement. Achievement tests only measure how a student performed on a given day of the year. We encourage that parents support the school by providing your child with a good night of rest the evening before testing is to take place.

#### **4.7 - EMERGENCY CONTACT PERSON**

Early in the school year, the administrative office will be updating our emergency contact person card on each student. This card lists the names of two or three adults to be contacted, if a student's parents can't be contacted. Such contact may be needed if a student is injured, needs assistance, or if the school closes early due to inclement weather or some other natural event that was unforeseen.

#### **4.8 BIRTH CERTIFICATE**

A state issued birth certificate is required by law to be on file prior to enrollment.

#### **4.9 ADMISSION OF CHILDREN**

Kindergarten or beginner grade; age; evidence of physical examination and visual evaluation" to reflect statute: Nebraska State Law Section 79-214.

The school board of any school district shall not admit any child into the kindergarten or beginner grade of any school of such school district unless such child has reached the age of five years or will reach such age on or before July 31 of the current year.

The board may admit a child who will reach the age of five between July 31 and February 1 of the current school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended kindergarten in another jurisdiction in the current school year, (b) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of carrying the work of kindergarten or the beginner grade.

The board shall comply with the requirements of subsection (2) of section 43-2007 and shall require evidence of: (a) A physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her



respective certification act, within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school; and (b) for school year 2006-07 and each school year thereafter, a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing (see school nurse for denial waiver). The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

**4.10 - IMMUNIZATION STANDARDS**

**Summary of the School Immunization Rules and Regulations**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of

	<p>varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
<p>Students entering school (Kindergarten or 1<sup>st</sup> Grade depending on the school district's entering grade)</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Students entering 7<sup>th</sup> grade</p>	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

## School Immunization Rules and Regulations

1. The above physical exam and immunizations requirements when completed should be brought to school to be recorded and kept in the student's school file.
2. Any student who does not comply with the physical examination shall NOT be permitted to continue in school until he or she so complies.
3. The cost of the physical examination and immunizations shall be borne by the parent or guardian.
4. A parent or guardian who objects may submit a written statement refusing a physical examination or immunization for his or her child. Such written statements shall be kept in the student's file. Waiver forms are available in the school office.
5. All other students first through sixth (1<sup>st</sup> – 6<sup>th</sup>) grades and eighth through twelfth (8<sup>th</sup> – 12<sup>th</sup>) grades should be immunized with the following:
6. three (3) doses of DTP, three (3) doses of POLIO, and two (2) doses of Measles, Mumps, and Rubella (MMR), 2 doses of varicella, and three (3) doses of Hepatitis B except for the 12<sup>th</sup> grade.
7. Any student who does not comply with the immunization requirements shall

be permitted to continue in school as a provisionally enrolled student if he or she has begun the immunizations against the specified diseases prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. The time interval for the completion of the required immunization series shall not exceed nine (9) months.

#### **4.11 - School Nurse (if available) /Designee**

The school nurse or the Lion's Club at certain grade levels will do the health screening procedure during the first semester of the school year. This will include:

1. Screening for sight, hearing, dental defects and any other conditions prescribed by HHS.
2. Height and weight
3. Brief check of nose, throat, and teeth.
4. Head lice check.
5. Scoliosis screenings on 6<sup>th</sup> and 8<sup>th</sup> grade students and any referrals.
6. Adolescent development programs in the spring for the 4<sup>th</sup> and 5<sup>th</sup> students.
7. Blood pressure on any students deemed necessary.
8. High school students that need to see the school nurse must report to the high school office.

Continuous teacher observation for vision, hearing, and other related difficulties should be referred to the school nurse as soon as possible. The teacher is the primary source in the identification of problem areas.

#### **4.12 Records**

The school nurse obtains a medical history on all students at the time of initial enrollment. The teacher will be furnished with the health history form to send to the parent. The nurse will do the following:

1. Obtain immunization records, according to Nebraska law.
2. Maintain and update student health records.
3. Refer students who need further examination and diagnosis.
4. Follow-up on referrals.
5. All student health records are kept confidential.

#### **4.13 MEDICATIONS**

Any student who is required to take medication during the regular school day **MUST** comply by the following regulations:

1. Medication must be brought to school in a container with the appropriate label of the pharmacy or physician.
2. Written orders from a physician detailing the name of the drug, dosage, time interval medications are to be taken, and a dropper, spoon, med cup, or syringe if needed for

administration. Non-prescription medications or over-the-counter medication must be sent with instructions.

3. Written permission from the parent or guardian of the student requesting the teacher or school staff to comply with the physician's order. Medication permission forms are to be filled out when medication is brought to school (these forms are available in the offices or from the school nurse).
4. ALL MEDICATIONS brought to school, MUST be given to the nurse, classroom teacher or school staff. This includes Aspirin or Tylenol or Inhalers.
5. A locked cabinet will be provided for the storage of medication.
6. School staff is trained under the supervision of the school nurse to give medications under state statute medication aide act 71-6718 to 71-6742.
7. If there are any problems with the medication, the parent/guardian will be notified immediately. All medications given at school will be recorded and kept confidential.

#### **4.14 - CONTAGIOUS & COMMUNICABLE DISEASES**

The following general rules and regulations govern the control practice for communicable diseases.

1. School personnel shall report all suspected communicable diseases to the building principal and/or school health personnel.
2. Suspected cases shall be examined by the school nurse or principal.
3. A student found to have a suspected communicable disease shall be temporarily excluded from school with notification to Parents/Guardians explaining treatment and procedures for returning to school. Students may return to school at such a time that they are determined by a school official that communicability no longer exists.

#### **4.15 - HEAD LICE AND OTHER INFESTATIONS**

It is the intent of the school district to handle cases of communicable infestations in such a manner as to protect the safety of the individual, other students and staff with whom the individual may come in contact with. In such cases, the school district may act immediately to temporarily exclude students who are carriers of the infestation(s) that are communicable by contact and/or association. Control of such infestations depends upon prompt detection, proper administration, effective treatment and spread prevention.

Students having live head lice will be sent home for treatment. Students will be allowed back in school at such times when no live lice are found. SCS have trained staff that will check the student's head upon their return.

#### **4.16 - Asthma/Anaphylaxis Protocol**

- I. Protocol: Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis).

- A. Definitions: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestions of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, and death can occur. Immediate allergic reactions may require emergency treatment and medications.
- B. Life-Threatening Asthma Symptoms: Any of these may occur:
- Chest tightness
  - Wheezing
  - Severe shortness of breath
  - Cyanosis (lips and nail beds exhibit a grayish or bluish color)
  - Change in mental status, such as agitation, anxiety, or lethargy
  - A hunched-over position
  - Breathlessness causing speech in one-to-two word phrases or complete inability to speak
  - Retractions (chest or neck “sucked in”)
- C. Anaphylactic Systems of Body System: Any of these symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.
- SKIN: warmth, itching and/or tingling of underarms/groin, flushing, hives
  - ABDOMINAL: pain, nausea and vomiting, diarrhea
  - ORAL/RESPIRATORY: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
  - CARDIOVASCULAR: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
  - MENTAL STATUS: apprehension, anxiety, restlessness, irritability
- D. Emergency Procedures:
1. CALL 911
  2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
  3. Check airway patency, breathing, respiratory rate, and pulse
  4. Administer medications (Epi-Pen, and albuterol) per standing order
  5. Determine cause as quickly as possible
  6. Monitor vital signs (pulse, respiration, etc.)
  7. Contact parents immediately and physician as soon as possible
  8. Any individual treatment for symptoms with epinephrine at school will be transferred to a medical facility
- E. Standing Orders for Response to Life-Threatening Asthma or Anaphylaxis:

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

## II Availability, Storage and Use of Equipment/Materials

1. Epi-Pens, nebulized albuterol, and nebulizers for emergency use will be available in the Scribner Elementary Attendance Center, the Scribner High School Attendance Center, and the Snyder Attendance Center.
2. The Scribner Elementary Attendance Center and the Snyder Attendance Center will have both adult and pediatric emergency Epi-Pens available. The School Nurse will be responsible for ordering and replacing the Epi-Pens and albuterol. The medications will be kept current and disposed of in accordance with the recommended shelf life.
3. Emergency supplies of Epi-Pens and albuterol will be in each center in a transportable container, clearly marked. The emergency box and nebulizer must be accessible and available at all times.
4. District emergency Epi-Pens and nebulized albuterol will be administered for emergency use only. Students who need nebulized albuterol on a regular schedule and those who have been prescribed epinephrine must bring a prescription in accordance with the Scribner-Snyder Community Schools Dispensing Medications Policy. Emergency Epi-Pens and nebulizers should not be used under any circumstances other than emergency use.
5. District emergency Epi-Pens and nebulizers will not be used on field trips or other activities away from the school. District emergency medications are to be maintained at school during regular school hours so that the largest population of students may be served.

## III Emergency Care Plans

1. An Emergency Care Plan (ECP) should be completed by the parents of students who have severe asthma or severe allergic reactions. The ECP should be reviewed with appropriate staff and a copy kept in the Nurse's Office where it can be readily accessed in an emergency.
2. Outcomes:
  - Student will return to school with an asthma and/or allergy management plan and medication as ordered by the physician.
  - Student will be monitored for improved attendance and school performance.
  - Education in the management of asthma and/or severe allergy will be facilitated with student and family.
  - School environment will be assessed and monitored to prevent subsequent anaphylactic or asthmatic events.
  - All emergency reports will be reviewed by the School Nurse a minimum of two times yearly.

3. Documentation. An Emergency Form for asthma/anaphylaxis should be completed. One copy of the emergency form should be kept in the Nurse's office, one sent to the student's physician, one copy placed in the student's cumulative folder and one copy sent to Attack on Asthma Nebraska.

1. The following information should be documented:
  - a. School information
  - b. Age and gender of individual
  - c. Date and time of event
  - d. Steps 1, 2, 3, 4, 5
  - e. Sign and date as indicated

**Education.** All staff members in each building will be made aware of the Protocol, emphasizing emergency procedures (who to contact, what to do, location of emergency medications and supplies). An introduction to asthma and anaphylaxis will be provided and a general education brochure, "Asthma & Anaphylaxis: A Primer for School" will be given to all staff. It is essential that all school personnel understand the serious nature of both asthma and anaphylaxis, and how to appropriately respond in the event of an emergency.

**Forms.** Forms that will be in use by S-S at the time the Protocol is implemented are listed below. The Superintendent or his/her designee may alter these forms as necessary.

- 1 Asthma Action Plan.
- 2 Allergy Action Plan.
- 3 Food Allergy Action Plan.
- 4 Emergency Report Form for Asthma/Anaphylaxis.
- 5 Medication Monitoring Form.
- 6 Documentation of Competencies.

#### **4.17 - AIDS AFFECTED CHILDREN**

For the most part, it is the goal of the school for all AIDS affected children to be able to attend school and participate in activities in an unrestricted setting so long as such attendance and participation would be reasonable. However, exceptions will be made for certain pre-school age children and children with neurological impairments resulting in the lack of control of body secretions, displays of behavior such as biting, or children who have uncovered, oozing lesion.

#### **YOUR CHILD WITH MEDICAL NEEDS IS READY FOR SCHOOL....**

##### **INFORMATION FOR PARENTS AND GUARDIANS**

- A child whose health concerns require attention during the school day needs an IHP or Individualized Health Care Plan. Schedule a meeting with the school nurse (a Registered Nurse) assigned to your school.
- If your child needs medication during the school day, contact the health office for a parent consent form. Parents/guardians must also provide a copy of medical authorization and medication supplies in the original bottle with a label.

- If your child requires treatments or procedures during the school day in order to participate safely at school, licensed nurses are available. Contact the school nurse for more information. The parent/guardian provides and maintains all supplies needed at school.
- Your child's optimal and safe experience at school is provided through **teamwork**. The educational team will incorporate your child's IHP in educational planning for your child. **You** are key to the **TEAM!!!**
- Provide accurate and current emergency contact information to the school.
- If there are changes in your student's health status or medication, please inform the school health staff.
- Permit the sharing of medical information between the school and your child's personal health providers to help assure your child's optimal care at school.
- Inform school staff when your child intends to participate in school-sponsored activities outside of the classroom or after the school day.
- Information sharing about your child takes place at school on a "need to know" basis. Health and educational staff are encouraged to protect your child's privacy and dignity at all times.

For more information you may contact the elementary office, or Mr. Joe Peitzmeier superintendent, or Mrs. Nemecek principal at 402-664-2567.

#### **4.18 - PARENTAL VACATIONS**

It is the recommendation of the Scribner-Snyder Community School that all family vacations be scheduled as not to interfere with student school attendance. All class assignments that may be asked for during a vacation period that takes a student out of school will be completed prior to a student leaving for the vacation.

#### **4.19 - PARTIES**

We will schedule classroom parties for special holidays such as Halloween, Christmas, Valentine's Day, during school hours. Please let your child's teacher know if you do not want your child to participate. We will not allow birthday parties, but students are permitted to bring a birthday treat to share with their peers. Private birthday party invitations are not to be given out at school.

#### **4.20 - SCHOOL PICTURES**

"Pictures with Class" will be taking individual student pictures. These will be available for purchase at that time. Additional information will be sent to parents as it is made available to the school.

#### **4.21 - A NOTE FOR PARENTS**



We will make ourselves available to talk with any parent or group of parents at any time. We will also be happy to have you stop in or telephone us to discuss any phase of school activities.

## 5.) Preschool

**5.1. Calendar** Preschool students will start one week later than K-12 students and the end date will be on a TBD basis. This allows time for the preschool teacher to schedule home visits at the beginning and end of the school year. The preschool teacher will call to schedule visits.

**5.2. Breakfast and Lunch** Breakfast and lunch are part of the preschool curriculum therefore, breakfast and lunch will be provided for the students at no cost.

## APPENDIX A

### **PROCEDURE FOR STUDENT EXCLUSIONS, SUSPENSIONS, EXPULSION, AND MANDATORY REASSIGNMENT**

1. **Detentions:** Detentions must be served on the day that they are given, or they may be on the following day if transportation needs to be arranged (this includes the bus students). Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by 3:30 p.m. and leave the building upon dismissal from Principal, Teacher, or Designee. Students who have not reported by 3:30 will not be admitted and will be treated as if they skipped their detention. Detentions run from 3:30 - 4:00. Students must bring something to study or to read. No talking, eating, electronic devices (unless for schoolwork purposes), or sleeping is allowed during a detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.
2. **In-school and Out-of School Suspension:** Suspensions will be either in-school or out-of -school. The administration reserves the right to what types of behavior constitutes an in or out of school suspension. Students receiving an out of school suspension will not be allowed to be on school property, in the school buildings, or allowed to participate in any school sponsored activity as a spectator or participant.

SSCS believes in the separation of disciplines and academics; students receiving consequences for their inappropriate behaviors will have the opportunity to make-up their homework. However, there may be times when students may be punished both academically and with additional consequences.

### ***Board Policy 504.03 - Student Discipline***

- A. **Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without

limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
  - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
  - c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
  - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
  - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a 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 the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition

of such suspended action, the student and parents will be required to sign a discipline agreement.

- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
  - g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
  - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
  - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- 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.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment 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.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, 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.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, 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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. 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.
8. Public indecency or sexual conduct.
9. Engaging 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.
10. 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.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or 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, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

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:

- a. 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
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

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. 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.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
  - d. Head wear including hats, caps, bandannas, and scarves.
  - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

2. Academic Integrity.
  - a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.



Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
- (1) **“Cheating”** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) **Tests** (includes tests, quizzes and other examinations or academic performances):
      - (i) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (iii) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
      - (iv) **Use of Other Student to Take Test:** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
      - (v) **Misrepresenting Need to Delay Test:** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
    - (b) **Papers** (includes papers, essays, lab projects, and other similar academic work):
      - i) **Use of Another’s Paper:** Copying another student’s paper, using a paper from an essay

writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your

papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

#### E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.  
The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible

relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to

the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

## **APPENDIX B**

### **DRUG FREE SCHOOL**

It shall be the policy of the Scribner-Snyder Community School district #62, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.

## **APPENDIX C**

### **ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET**

The Board supports the use of computers, technology, and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

### **Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

#### Technology Protection Measure

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

#### **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

#### **Appropriate Internet Behavior on Social Websites**

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

#### **Student Use**

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will

specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### **Staff Use**

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

### **Community Use**

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

### **Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

### **Responding to Concerns**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

## **Appropriate Internet Behavior on Social Websites**

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

## **Appendix D**

### **INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS**

Dear Parent/Guardian:

The School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.

Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.

If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.

A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.

If you agree to allow your child to have Internet access and an e-mail address, sign the enclosed Acceptable Use Agreement and return it to your school.

Sincerely,

IT Coordinator



**Appendix E**

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy or student handbook or the following consequences.

\_\_\_\_\_ First Offense:

The above student has violated the regulations for student use of computers, technology, and the Internet. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period (TBA).

\_\_\_\_\_ Second Offense:

The above student has violated the regulations for student use of computers, technology and the Internet for a second time. As a consequence of this violation the above student has lost Internet access for a period (TBA).

\_\_\_\_\_ Third Offense:

The above student has violated the regulations for student use of computers, technology and the Internet for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of \_\_\_\_\_ or the balance of the school year.

## **Appendix F**

### **Notice of Nondiscrimination**

The Scribner-Snyder Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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: Megan Stock, PreK-12 Art Teacher; 400 Pebble St, Scribner, NE 68057, 402.664.2568, mstock@sstrojans.org.

Employees and Others: Megan Stock, PreK-12 Art Teacher 400 Pebble St, Scribner, NE 68057, 402.664.2568, mstock@sstrojans.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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

## **Appendix G**

### **Harassment Policy**

Harassment of any kind from student to student, student to adult, adult to student or adult to adult will not be tolerated. Board Policy Reference 4115.2 and 4115.21

### **Student Grievance Procedure**

procedures or the application of these policies of nondiscrimination:

**Office of the Superintendent  
400 Pebble Street P.O. Box "L"  
Scribner, NE 68057  
(402) 664-2568**

If you do not feel that your complaints regarding Title IX, Title VI, and Section 504 have met with resolution at our local level, you may appeal your grievances to the regional Department of Education, Office for Civil Rights. That address is:

**Office for Civil Rights**

**8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
(816) 268-0550  
Fax: (816) 823-1404  
TDD: (800) 437-0833**

## **Appendix H**

### **Annual Notification of Asbestos Management Plan Availability**

Federal regulations require all schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials in their building.

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing material remains in good condition and is not disturbed, exposure is unlikely.

The plan will be available within 5 working days to the representatives of EPA and the state, public, including parents, teachers, and other school personnel and their representatives. The school may charge for copies.

At least once each six months periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos.

A re-inspection is being conducted every three years in all schools that have asbestos containing material.

From time to time operations and maintenance activities may be conducted to maintain all material in good condition.

For more information you may contact: **Kevin Wisnieski at school during regular business hour**

## **Appendix I**

### **PreK-5 STUDENT**

#### **AVAILABILITY OF STUDENT/PARENT HANDBOOK ONLINE**

The PreK-5 Student/Parent Handbook of Scribner-Snyder Community Schools is available on the internet. Go to the school webpage at <http://www.sstrojans.org/> and click the "Resources, Forms and Handbooks" icon.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the Handbook rather than a paper copy. 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 for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please complete and return this form as directed. This will allow us time to get the Handbook to all students and parents who prefer a paper copy while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the K-6 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 K-6 Student/Parent Handbook.**

Name \_\_\_\_\_

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#### **RECEIPT OF PreK-5 STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the PreK-5 Parent/Student Handbook of Scribner-Snyder Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as students, agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination. The parent/guardian and student signing below are giving permission for Scribner-Snyder Community Schools to place student photographs, artwork, writing, or other projects on the web site.

Drug-free school statement: receipt shall also serve to demonstrate that you as parent or guardian of a student attending Scribner-Snyder Community Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance

with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Applicant name (please print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_