

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



**6-12 Parent & Student  
Handbook**

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### Section 1 Board of Education Members

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

### Section 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>

### Section 3 Middle & High School Teaching Staff

Name	Department	Email Address
Arlene Alsmeyer	Library	<a href="mailto:aalsmeyer@sstrojans.org">aalsmeyer@sstrojans.org</a>
Samantha Cash	Life Skills	<a href="mailto:scash@sstrojans.org">scash@sstrojans.org</a>
Blake Dieckmann	PE & Health	<a href="mailto:bdieckmann@sstrojans.org">bdieckmann@sstrojans.org</a>
Kim Drey	JH Lang. Arts/Reading/Yearbook	<a href="mailto:kdrey2@sstrojans.org">kdrey2@sstrojans.org</a>
Laura Enos	HS English/Yearbook	<a href="mailto:lenos@sstrojans.org">lenos@sstrojans.org</a>
Leah Fischer	JH Math/School Counselor	<a href="mailto:lfischer@sstrojans.org">lfischer@sstrojans.org</a>
Rachyl Kafonek	Media/HS Business	<a href="mailto:rkafonek@sstrojans.org">rkafonek@sstrojans.org</a>
Brandon Kowalski	Social Studies	<a href="mailto:bkowalski@sstrojans.org">bkowalski@sstrojans.org</a>
Justin McDuffee	JH Science/9 <sup>th</sup> Social Studies/PE	<a href="mailto:jmcduff@sstrojans.org">jmcduff@sstrojans.org</a>
Katelynn Ness	JAG	<a href="mailto:kness@sstrojans.org">kness@sstrojans.org</a>
Kelsey Piper	HS Science	<a href="mailto:kpiper@sstrojans.org">kpiper@sstrojans.org</a>
Myron Poesnecker	Instrumental & Vocal Music	<a href="mailto:mposneck@sstrojans.org">mposneck@sstrojans.org</a>
Anthony Ruzicka	JH & HS Resource	<a href="mailto:aruzicka@sstrojans.org">aruzicka@sstrojans.org</a>
Michelle Ryun	Vo Ag	<a href="mailto:mryun@sstrojans.org">mryun@sstrojans.org</a>
Linda Schafer	Computer Science	<a href="mailto:lschafer@sstrojans.org">lschafer@sstrojans.org</a>
Danielle Schroetlin	Foreign Language	<a href="mailto:dschroetlin@sstrojans.org">dschroetlin@sstrojans.org</a>
Megan Stock	Art	<a href="mailto:mstock@sstrojans.org">mstock@sstrojans.org</a>
Grace Synek	HS Math	<a href="mailto:gsynek@sstrojans.org">gsynek@sstrojans.org</a>
Jenn Tedrow	Special Ed. Coordinator/Elem Resource	<a href="mailto:jtedrow@sstrojans.org">jtedrow@sstrojans.org</a>
Sally Vogel	Speech/Lang Pathologist	<a href="mailto:svogel@esu2.org">svogel@esu2.org</a>

### Section 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>

Section 5 School Calendar

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

Revised 4/24



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

<ul style="list-style-type: none"> <li>No School - Holiday or Comp Day</li> <li>1:30 pm Dismissal</li> <li>Teacher Inservice - No School</li> <li>End of Quarter/Semester</li> </ul>	<p><b>AUGUST</b> Teacher days 15 Student days 12</p> <p><b>SEPTEMBER</b> Teacher days 19 Student days 18</p> <p><b>OCTOBER</b> Teacher days 23 Student days 22</p> <p><b>NOVEMBER</b> Teacher days 18 Student days 17</p> <p><b>DECEMBER</b> Teacher days 15 Student days 15</p> <p><b>1ST SEMESTER</b> Teacher days 90 Student days 84</p> <p><b>JANUARY</b> Teacher days 20 Student days 19</p> <p><b>FEBRUARY</b> Teacher days 19 Student days 19</p> <p><b>MARCH</b> Teacher days 20 Student days 19</p> <p><b>APRIL</b> Teacher days 20 Student days 20</p> <p><b>MAY</b> Teacher days 16 Student days 15</p> <p><b>2ND SEMESTER</b> Teacher days 95 Student days 92</p> <p><b>TOTAL DAYS 2024-2025</b> Teacher days 185 Student days 176</p>
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## Article 1 – Mission & Goals

### Section 1 School Mission Statement

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.

### Section 2 Beliefs

- We believe that all persons have equal worth and dignity.
- We believe that every individual has the inherent right to an education commensurate with his/her abilities.
- We believe that the commitment of students, staff, parents, and patrons determines the quality of education.
- We believe that learning is a life-long process.
- We believe that educators are role models.
- We believe that education will support the democratic system.
- We believe that education will lead to a rewarding use of leisure time and an awareness of physical and mental wellness.
- We believe that every person can learn.
- We believe that the quality of education must not be compromised by cost.
- We believe that education in a rural setting is rewarding and satisfying.
- We believe that education will strengthen the moral character of the individual.
- We believe that each person has the opportunity for success.
- We believe that education will give an awareness of individual cultures.
- We believe that education will help prepare people for productive and rewarding vocations.
- We believe that students should be challenged to develop their talents to their fullest potential.

### Section 3 Motto

Small School – Big Education

SSCS – Successful, Strength of Character, Community Oriented, Self-Confident

## Article 2 – School Day

### Section 1 Daily Schedule

Doors Open/Breakfast Served	7:30 – 7:55 a.m.
Trojan Time	8:00 – 8:20 a.m.
Period 1	8:23 – 9:10 a.m.
Period 2	9:13 – 10:00 a.m.
Period 3	10:03 – 10:50 a.m.
Period 4	10:53 – 11:40 a.m.
Period 5	11:43-12:30 p.m.
6-12 Lunch	12:30 – 1:00 p.m.
Period 6	1:00 – 1:47p.m.
Period 7	1:50 – 2:37 p.m.
Period 8	2:40 – 3:28 p.m.

**Section 2 Early Dismissal Schedule (1:30 p.m.)**

Doors Open/Breakfast Served	7:30 – 7:55 a.m.
Period 1	8:00 – 8:35 a.m.
Period 2	8:37 – 9:13 a.m.
Period 3	9:16 – 9:51 a.m.
Period 4	9:54 – 10:29 a.m.
Period 5	10:32 – 11:07 a.m.
Period 6	11:10 – 11:45 a.m.
Lunch (Grades 6-12)	11:45 – 12:15 p.m.
Period 7	12:15 – 12:50 p.m.
Period 8	12:53 – 1:30 p.m.

**Section 3 Late Start Schedule (10:00 a.m.)**

Doors Open – No Breakfast	9:45 – 10:00 a.m.
Period 1	10:00 – 10:35 a.m.
Period 2	10:38 – 11:13 a.m.
Period 3	11:16 – 11:51 a.m.
Lunch (Grades 6-12)	11:51 – 12:21 p.m.
Period 4	12:21 – 12:56 p.m.
Period 5	12:59 – 1:34 p.m.
Period 6	1:37 – 2:12 p.m.
Period 7	2:15 – 2:50 p.m.
Period 8	2:53 – 3:28 p.m.

**Section 4 Severe Weather Cancellations**

Parents are responsible for keeping emergency contact numbers up to date. These numbers will be used for our School Reach Calling System. School cancellation or general announcements necessary because of inclement weather conditions will be broadcast over the School Reach Calling System and posted on the school website and Facebook page.

Students that are unable to get to school because of weather or road conditions that are unique to their area will not be counted absent for the time they are gone from school provided the parents notify the school in advance of the absence. If it becomes necessary to remain in town due to bad weather, students should notify parents as well as the office as to where you are staying.

If there is a late start the Snyder bus will leave Snyder at 9:25 a.m.

**Section 5 Closed Campus**

Scribner-Snyder Community School operates under a closed-campus. Students are not allowed to leave the school grounds during the school day (8:00 a.m. until 3:28 p.m.) without permission from the student’s parents or legal guardian and the Principal. Students must sign in and out at the office when permission is granted to leave the grounds. Failure to sign out could be considered unexcused and other disciplinary consequences may be imposed.

**Section 6 Supervision Before and After School**



**Beginning of School:** Students in grades 6-12 are encouraged not to be on school grounds until 7:45 a.m. unless eating breakfast, in which case they may enter the elementary building at 7:30 a.m. Students must eat breakfast in the Commons area and remain there until 7:45. At 7:45 6-12 students may report to their lockers, meetings, or homeroom. The school is not responsible for the supervision of students before 7:30 a.m. unless the student is eating breakfast.

**End of School:** The regular school day ends at 3:28. Make-up work, detentions, meetings, extra-curricular activities, and athletic activities will begin promptly. Students taking part in any of these activities should report to the designated person/area in a timely manner. All other students must clear the school grounds by 4:00 p.m. The school is not responsible for the supervision of students once the students are to have left the school grounds.

On late starts, school doors will not open until 9:45 a.m. On 1:30 p.m. dismissals, students are asked to clear the building by 1:45 unless there is permission from a teacher, sponsor, or principal to remain on campus.

**Section 7 School Meal Program**

**Breakfast and Lunch Prices (2023-2024)**

<b>Elem, K-5:</b>		<b>2024-25</b>
Student Breakfast		\$2.00
Adult Breakfast		\$2.75
Student Lunch		\$3.00
Adult Lunch		\$4.25
<b>Secondary, 6-12:</b>		
Student Breakfast		\$2.00
Adult Breakfast		\$2.75
Student Lunch		\$3.45
Adult Lunch		\$4.25
Student Entrée		\$1.75
Adult Entrée		\$3.00
Milk		.50
Elem. Afternoon Milk Break/child K-5		\$40.00/semester

**Payment for Meals**

The school district encourages all families to deposit money in their child’s meal account rather than using cash at the point of service. This eliminates cash being kept in the school building and gives the district better accountability for federal and state reports regarding the school nutrition program. Per state and federal guidelines, students on free and reduced meals must use their meal account while in the lunch line, or they will be required to pay full price for their meals. The following procedures are based on guidelines from federal/state regulations. It is important that parents/guardians assist the school by keeping money in the family account.

Pursuant to federal guidelines, the district must allow each student one charge per year. In accordance with these regulations, the district is allowing students to charge no more than \$5.00 toward the purchase of meals. Once a student has reached the \$5.00 charge allowance, families must pay their negative balance or students may not be

allowed to eat. If your family's lunch account gets low, you will get a call from our School Messenger Calling System. We ask that you send money to school in a reasonable time.

#### 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.

#### Notice of 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, audiotope, 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 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:

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

This institution is an equal opportunity provider.

### Pop and Drinks

Pop is not allowed during breakfast and lunch due to federal guidelines and may not be brought into the lunchroom. In the classroom students are allowed to have water in a clear container, other drinks should not be allowed during the school day.

## **Article 3 – Use of School Equipment and Facilities**

### **Section 1 Student Parking**

Students that hold authorized driver's licenses or driving permits may drive to school. A school permit only authorizes a student to drive to and from school by the shortest route and with no passengers except siblings that reside in the same household.

Students WILL NOT drive at any time during school and are NOT ALLOWED in the parking lot during school hours or immediately prior to and after school without office approval. Student parking facilities are located West of the high school building. The front of the old high school, elementary buildings, and bus parking lot are reserved for staff and parents; however, the administration may give students permission to park in this area if needed.

#### Parking Lot Regulations

1. The speed limit in the parking lot is 10 miles per hour.
2. All vehicles must face east or west.
3. Smoking or possession of tobacco in vehicles is treated as school property.
4. Students are asked to observe direction signs.
5. No parking on the East side of the sidewalk behind the high school or by the band building at any time. This would include during practice and activity times. Student parking ONLY (regardless of day or time) in the designated lot.
6. No parking in Handicap (Blue) and Restricted (Red) areas.
7. Vehicles can be searched in cases of reasonable suspicion of any possible violations.

Violations will result in disciplinary action or the loss of parking privileges in the school lot and vicinity.

### **Section 2 Visitors (*Board Policy #1005.07*)**

Scribner-Snyder Community School encourages parents and other visitors to observe the work of students, teachers, and other employees. All visitors must notify the principal of their arrival and request authorization to visit. Visitors will check in at one of the school offices and will be given a badge which will permit them to enter the rest of the school buildings/classrooms. All visitors must be respectful to the learning environment and not hinder the instructional process. When done visiting, the visitor must stop in the office to check out.

**Section 3      Smoke Free Environment (*Board Policy #1006.02*)**

Scribner-Snyder Community School prohibits the use of any tobacco products (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes and vaping) and alternative nicotine products on school grounds.

**Section 4      Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. Additional information regarding the care of laptops will be provided to parents and students at the Fall Open House.

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

Students need to keep their locker area, workplace, locker rooms, lunchroom, etc. in neat and orderly fashion. Everyone should take personal responsibility to maintain a clean building and positive learning environment.

Library and Textbook Fines:

Lost Book	Replacement cost
Missing One or Both Covers	Replacement cost
Loose Cover	\$1.00
Missing Page	\$.50 per page (up to replacement cost)
Torn Page	\$.20 per page (up to replacement cost)
Marks that Cannot be Erased	\$.20 per page (up to replacement cost)

**Section 5      Lockers**

Students in grades 6 – 12 will be assigned lockers. Students must use their own lockers and are not to share lockers with other students unless assigned to share by school officials. Students are responsible for any items found in their lockers. Students can use a padlock on their locker, but a key or combination must be given to the office. If a padlock key or combination is not turned into the office, the school reserves the right to cut off the lock. Students are also responsible for the cleanliness inside their lockers and the door of their lockers. Students may be assessed a fine for damage to lockers.

**Section 6      Searches of Lockers and Other Types of Searches (*Board Policy #504.16*)**

Student lockers, desks, computer equipment, and other such property are owned by the school. School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation, or law has been violated. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles, parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

## **Section 7            Use of Computers, Network, and Internet**

It is the general policy of the Scribner-Snyder Community Schools that network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Scribner-Snyder Community Schools. Users of the Scribner-Snyder Community Schools network must acknowledge their understanding of the general policy and guidelines as a condition of using the network. By signing the parental acknowledgement in the appendix section of this book you are also giving your student permission to access the internet for educational purposes directed by the school.

Use of the Scribner-Snyder Community Schools network services is a privilege, not a right. Failure to adhere to this policy and administrative procedures may result in suspension or revocation of network access. Willful or intentional misuse could lead to disciplinary action or criminal penalties under applicable state and federal law.

- 1.) Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's function.
- 2.) Unacceptable uses of the network include, but are not limited to:
  - a. Violating the rights to privacy of students or employees of Scribner-Snyder Community Schools, or others outside the school system.
  - b. Using profanity, obscenity, or other language which may be offensive to another user.
  - c. Copying materials in violation of copyright law.
  - d. Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own, without properly giving credit to their source.
  - e. Using the network for financial gain or for any commercial or illegal activity.
  - f. Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
  - g. Re-posting personal communications without the author's prior consent.
  - h. Revealing home phone numbers, addresses, or other personal information.
  - i. Making personal purchases or unauthorized orders using the Scribner-Snyder Community Schools name.
  - j. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
  - k. Downloading or copying information on to disks or hard drives without prior teacher approval.
  - l. Using another person's login and/or password for access to the system.
- 3.) The staff of Scribner-Snyder Community Schools will be responsible for:
  - a. Teaching students the procedures for Internet Use through the I-Safe program.
  - b. Supervising and guiding student access to the Internet.
  - c. Using Canvas to enhance learning; all class curriculums that are applicable are expected to be on this system by the end of the 2015-16 school year.

- 4). All users of the Scribner-Snyder Community Schools network services are responsible for adhering to the Scribner-Snyder Community Schools Policy and Procedures for Internet Use.
- 5). Scribner-Snyder Community Schools makes no express or implied warranties for the Internet access it provides. Scribner-Snyder Community Schools cannot fully eliminate access to information that is offensive or illegal and residing on networks outside of the Scribner-Snyder Community Schools system. The accuracy and quality of information obtained cannot be guaranteed. Scribner-Snyder Community Schools will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

#### Internet Use Procedures

Students may use the Internet in instructional areas as long as there is staff supervision. They must have on file the Parental Acknowledgment form at the end of this handbook signed by both the student and parent/guardian. Parents wishing to not grant permission for their student to use the internet should contact the High School Principal in writing.

Teachers may allow students to use the Internet in the following ways:

##### a) Directed Searches

Teachers may work directly with small groups of students or with an entire class. Internet access will be limited to those sites approved by the teacher and previewed in advance, within a week prior to use. Teachers will be responsible for reviewing the Internet policy and procedures with students prior to any directed searches.

##### b) Independent Searches

All students must have a signed form on file with the office to have independent Internet access. All students will have a school issued email. Students will have access to their email when teachers or designee give permission. Email and Independent searches should not interrupt or interfere with instruction. School email addresses should only be used for school-related content.

### **Section 8      Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health and safety, welfare, and safety of all staff, students, and visitors to District property and to safeguard District facilities and equipment. Video cameras will be used in locations deemed appropriate by the Superintendent including school buses. These devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms. Video recordings are considered student educational records and may be subject to FERPA guidelines.

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

### **Section 9      Use of School Telephones**

Students are allowed to use school phones when given permission by the administration or a staff member. School phones are for the purpose of conducting school business, not for private calls made by students. Students will not be allowed out of class to answer phone calls except in extreme emergencies.

**Section 10      Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or large sums of money, leave the money or valuables in the office for temporary safekeeping. Even then, the school is not in the position to guarantee that the student's property will not be subject to loss, theft, or damage.

**Section 11      Lost and Found**

Students who find lost items are asked to bring them to the office, where the owner can claim the items. If the item is lost at school, report it to office personnel and let them know that you have lost something so they can let you know if the item gets turned in. Unclaimed items will be donated to a local charity at the end of the school year.

**Section 12      Accidents**

Every accident in the school building, on school grounds, or at any athletic event sponsored by the school must be reported immediately to the Principal.

**Section 13      Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, and science classes. All visitors in these areas must also wear a pair of safety glasses when entering any of these areas.

**Section 14      Bulletins and Daily Announcements**

Bulletin boards are available for school-related notifications and organizations. Display items must be approved by the sponsor or Principal. Posters can be placed on bulletin boards and walls being careful not to peel paint off the walls. All bulletins and posters need to be removed 48 hours after the event is over by the person or organization that hung them.

Grades 6-12 will have daily announcements read at the beginning of 3<sup>rd</sup> period. Daily announcements are also posted on the school website.

**Section 15      Fire and Tornado Drills**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or takes cover to the designated area quickly. The teacher in each classroom will give the students instruction. Fire and tornado drills are posted in each classroom.

**Section 16      Gum and Snack Regulations**

Gum and snacks are allowed with teacher permission. Drinks included but not limited to soda, Gatorade, energy drinks, milk, etc. are not permitted. Water is permitted and students can use a water bottle. Administration may make special exceptions to this policy.

**Section 17      Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal

copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 18      Smoke-Free Environment**

Scribner-Snyder Community School is a smoke-free environment. The Nebraska Clean Indoor Air Act and ESSA provides that schools must not permit smoking within any indoor facility owned or leased or contracted for and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services for children.

## **Article 4 – Enrollment & Attendance**

### **Section 1      Enrollment**

BEFORE A STUDENT WILL BE ENROLLED the parents or legal guardian shall furnish:

1. A certified copy of the student’s birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child’s identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade.
3. Evidence of protection against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law.

Graduates:

Age 21:



A student shall not be admitted or continue enrollment after the end of the school year in which the student reaches 21 years of age. The school year for this purpose ends at the last day of instruction for graduating seniors.

Discontinuance Of Enrollment for Children Younger Than Six Years Of Age:

Any person with legal or actual charge or control of a child younger than six years of age prior to the then-current school year, who is enrolled in this school district, may discontinue the enrollment of such child by submitting a written notification to the Superintendent or the Superintendent's designee, indicating that child's name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by or acceptable to the Superintendent or the Superintendent's designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The school district may request written verification or documentation of the person's authority to un-enroll the child. Upon receipt of required written form and any other required information or documentation, the school district shall note discontinuance of the enrollment on its official records pursuant to state law. Any child un-enrolled shall not be eligible to re-enroll in this school district until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment, acknowledges this policy, procedure, and the requirement thereof, and expressly agrees thereto.

**Section 2            Attendance**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

**Section 3            Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness (physical or mental) which causes a student to be absent from school (Drs. note must be provided within three (3) school days to be considered excused)
  - c. Doctor or dental appointment which requires student to be absent from school.
  - d. Court appearances that are required by a court order.
  - e. School sponsored activities which require students to be absent from school.

- f. Other absences which have received prior approval from the Principal.
- g. College visits - allowed two (2) during senior year.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

#### **Section 4      Make-up Work**

Make-up work may be assigned for each day missed regardless of the type of absence. Students will be given two (2) calendar days to make up each assignment. Special education students will receive five (5) calendar days to make up each assignment. If the work is not completed in this time frame, the student **may not** receive credit for the work. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

#### **Section 5      Attendance is Required to Participate in Activities**

Full-time students must be in school by 10:00 a.m. and complete the day of any scheduled school activity.. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, organizational meetings/activities, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

#### **Section 6      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 truanies may include disciplinary action up to expulsion and 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.

## **Section 7      Absent from School One Period or More**

The student is required to report to the office upon returning to school after any absence. Unless prior notification was made the student will need a note that includes the day, date, reason for the absence, and parent's signature. Failure for a student to bring a note from home noting the reason why they were gone, or if a parent fails to call, these absences will be counted as unexcused.

### **Section 8           Planned Absences – Blue Slips and Yellow Sheets**

In cases where students know ahead of time that they will be absent for something other than a school sponsored activity it is important that a note be brought to the office, or a phone call be made explaining the reason for the absence. Students will then be given a blue slip. This is to be signed by each teacher and must be handed in to the office before the time of the absence. Work assigned may be required to be done prior to the absence if designated by the Principal. Yellow sheets are similar to blue slips but will be given for school activities during school time. Teachers are not required to sign students out of class unless the student is in good academic standing, has all their homework turned in, and has made-up their work prior to being gone.

### **Section 9           Leaving School and Grounds**

Students who must leave school for any reason during the school day must sign out at the office before leaving. If this is a planned absence, parents must notify the school officials in a timely manner. If this is an unplanned absence such as an illness, parents will have to be notified and grant permission for students to leave.

### **Section 10          College Visits**

Seniors are encouraged to visit colleges and schools that offer higher education in the field that the student is interested in. The guidance of the school counselor can aid the student in making appointments if requested by the school that the student is visiting. Once a visit is planned, the student must have their parents/guardian send a note stating the reason for being absent. The student will need to get a blue slip from the office and follow the blue slip procedures. Seniors will be granted two excused absence days for a college visit.

### **Section 11          Family Vacations**

It is the recommendation of the Scribner-Snyder Community School that all family vacations be scheduled so as not to interfere with students' school attendance. A teacher may ask that assignments that are given and due during the intended vacation may need to be completed in advance unless other arrangements are made. PLEASE NOTE: THE TIME AWAY FROM SCHOOL IS COUNTED AGAINST THE STUDENT'S ATTENDANCE DAYS.

### **Section 12          Medical Appointments**

If possible, medical appointments should be arranged so that the student is not taken out of the classroom. Students who are not able to arrange an appointment out of school time must acquire a BLUE SLIP from the office, have all teachers involved initial, and turn back into the office before they leave the building. If the appointments are arranged so that it is impossible to attain prior approval, the principal's office should be contacted before the start of the school day.

SSCS reserves the right not to excuse doctor's notes for attendance purposes that state, "the student was not seen in office and missed school".

### **Section 13          Exchange Student Policy**

Scribner-Snyder Community School recognizes the value of exchange students. The school district will consider applications for the admission of foreign exchange students from host parents/legal guardians of students currently enrolled in the high

## Article 5 – Scholastic Achievement

### Section 1 Grading System

The grading system for Scribner-Snyder Community School is as follows:

A	93-100%
B	86-92%
C	78-85%
D	70-77%
F	Below 70%

### Section 2 High School Class Requirements

#### Grade 12

- English 12 or Dual Credit College English – 10 cr
- Government/Economics – 10 cr
- Personal Finance – 10 cr

#### Grade 11

- English 11 – 10 cr
- US History – 10 cr
- Math – 10 cr
- Science – 10 cr

#### Grade 10

- English - 10 cr
- Math – 10 cr
- Science – 10 cr
- Speech/Creative Writing – 10 cr
- World History – 10 cr

#### Grade 9

- English 9 – 10 cr
- Math – 10 cr
- Science – 10 cr
- P.E./Health – 10 cr
- World Geography – 10 cr
- Computer Science/Coding – 10 cr

#### Additional Requirement

- Fine Arts – 10 Cr
  - Required of all students and must come from Instrumental or Vocal Music and/or Art.
- Electives – 70 cr
  - Students can select from several elective offerings.
  - Elective Class Offerings
    - Band
    - Choir

- Foreign Language – French or Spanish
- Yearbook
- Life Skills P.E.
- Strength and Conditioning
- Advanced P.E.
- Woods and Construction
- Ag Business/Animal Science
- Natural Resources/Plant Science
- Welding/Ag Mechanics
- Microbiology
- Medical Terminology
- Earth Science
- Chemistry
- Physics
- Accounting
- Entrepreneurship/Work Based Learning – School Store
- Introduction to Business
- Computer Science II
- Sociology
- Psychology
- Child Development
- Food & Nutrition
- Intro to Drama and Theater
- Intro to Robotics
- JAG

Note: Additional elective classes may be offered upon request.

### **Section 3      Graduation Requirements**

#### General Requirements

Graduate is defined as a student who has received a high school diploma or received a General Equivalency Diploma (GED) shall not be eligible for admission or continued enrollment.

- The minimum number of credit hours required for graduation is 260 credit hours.
- Eight semesters of attendance are required. Students may not graduate before the end of the 8 semesters.
- Completion of a Free Application for Federal Student Aid (FAFSA) prior to graduation unless an opt out form has been completed by parent/guardian, principal (justified cause), or student if 19 years of age and emancipated.

#### Core Curriculum Area Requirements

Classes that are sequential must be taken in order unless permission is granted by the administration.

\*Required

#### English – 50 Credit Hours

<b>Grade</b>	<b>Subject</b>	<b>Credits</b>
9	*English 9	10
10	*English 10	10

10	*Speech/Creative Writing	10
11	*English 11	10
12	*English 12 or College Eng. Dual Credit	10

#### Social Sciences – 40 Credit Hours

Grade	Subject	Credits
9	*Geography	10
10	*World History	10
11	*American History	10
12	*Government	5
12	*Economics	5

#### Mathematics – 30 Credit Hours

Grade	Subject	Credits
7	*Pre-Algebra	0 HS Credits
8	*Algebra I	10 Counts as HS Credit
9	*Geometry	10
10	Algebra II <b>or</b>	10
10	*Geometry	10
11	College Algebra/College Trig (Dual Credit) <b>or</b>	10
11	Algebra II <b>or</b>	10
11	ACT Math	10
12	Calculus and/or Stats (Dual Credit) <b>or</b>	10
12	Life Skills Math (if needed)	10

#### Science – 30 Credit Hours

Grade	Subject	Credit
9	*Biology	10
10	*Physical Science	10
11/12	*Choice	10

#### Additional Requirements

- P.E. – 5 Credits & Health 5 Credits
  - P.E. and health are taken during a student’s freshman year. Both classes are semester classes and are worth 5 credit hours each semester.
- Fine Arts – 10 Credits
  - Required of all students and must come from Instrumental or Vocal Music and/or Art.
- Financial Literacy - 10 Credits

Note: Additional elective classes may be offered upon request.

#### Grade Classification

Students at Scribner-Snyder Community School are classified as to grade level according to the number of credits earned toward graduation. In high school, a student must have 60 hours to be classified as a sophomore, 110 hours

to be classified as a junior and 150 hours to be classified as a senior. Scribner-Snyder Community School requires 260 credits to graduate.

English (to include Speech & Creative Writing) 50 Hours

Math (Algebra I, Geometry, Algebra II) 30 Hours

Science 30 Hours

Social Studies (Geography, World History, American History, Government & Economics) 40 Hours

Computer Coding 10 Hours

P.E./ Health 10 Hours

Fine Arts (Instrumental, Vocal, or Art) 10 Hours

Financial Literacy 10 Hours

Additional Electives 80 Hours (Total Credit Hours = 260)

#### **Section 4 Honor Classes or Advanced Placement Courses**

Students taking Honor or Advanced Placement Courses (core classes that go beyond graduation requirements) will weight their grade by adding 5 points each quarter. At semester both quarter grades will be averaged as normal. See sample below:

Student – 1<sup>st</sup> quarter grade 93% + 5 points (weighted grade) = 98%

2<sup>nd</sup> quarter grade 91% + 5 points (weighted grade) = 96%

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Averaged Final Semester Weight Grade = 97%

Classes at this time to be considered as Honor/Advance Placement Courses are: College Algebra or Trig, College English, Calculus, Physics, Chemistry, and other independent college courses.

#### **Section 5 Honor Roll**

Superior Honor Roll is a distinction given to students who maintain a high percentage on all schoolwork. Students that have a 96% or better average, with no grade lower than 93% in any one class are recognized.

Honor Roll is given to students who maintain a 93% or better average with no grade lower than 86% in any one class.

Honorable Mention is given to a student who maintains an average between 86% and 92% with no grade lower than 78% in any one class.

#### **Section 6 S-S Honor Program**

The Scribner-Snyder Community Schools Honor “S-S” Program is a program where students receive points for participation in school activities, organizations, and community service. Students accumulating 400 per year, or accumulated points equaling 400 points, in these areas will receive a S-S chenille and bar for their first award, and additional bar(s) for each additional award.

#### **Section 7 National Honor Society**



NHS candidates must meet two requirements to be considered for membership. First, they must have an accumulated GPA of 90% (not rounded up) or better. If this requirement is met, they MUST then complete an application and interview to be considered for membership. Applications are available from the guidance counselor.

### **Section 8           Valedictorian & Salutatorian**

Valedictorian – Student with the highest GPA in the senior class receives this honor.

Salutatorian – Student with the second highest GPA in the senior class receives this honor.

### **Section 9           Graduation Medallions**

Medallions are given to graduates meeting the following (Averages are NOT rounded up):

High Distinction is given to graduates with a 96% accumulated average.

Distinction is given to graduates with a 93% accumulated average.

### **Section 10          Local Scholarships**

The Scribner-Snyder Community Schools Foundation, Inc. was organized to provide for carrying out the educational purposes of Scribner-Snyder Community Schools (SSCS).

The SSCS Foundation is being used primarily for the purposes of providing scholarships to graduating seniors each year. Money given to the Foundation for scholarship purposes are invested to accrue interest and then each year the Board of Directors follows the specific guidelines for each scholarship in selecting the recipients.

Local Scholarships Include:

- Leslie Von Seggern Scholarship
- Herbert G. and Bonnelle Ahrens Scholarship
- Order of Eastern Star Scholarship
- Ester Kelly Memorial Scholarship
- Scribner FFA Scholarship
- Scribner Fire and Rescue Scholarship
- Scribner American Legion Post 121 Scholarship
- Zucker Family Scholarship
- Scribner Bank 4-Year Scholarship
- Scribner Bank 2-Year Scholarship
- Dr. R.J. and Celilia Vesley Scholarship
- Mae Lubbert Memorial Scholarship
- Scribner American Legion Auxiliary Scholarship
- Swanson Family Scholarship

### **Section 11          EX-CEL Program (Excellent – Commitment for Education Learning)**

Goal: Change the culture academically and increase students' expectation of students in grades 6-12

- 1.) Increase test/assessment scores at all grade levels (measurable)
- 2.) Decrease the number of students on the ineligibility list (measurable)

Student Expectations:

Work turned in completed and on time.

- Teachers check Canvas at the end of the period/students submit what they have done.
- If not, enough work is completed at the end of the period by the student (determined by teacher) will be given a work session after school to get the work completed to a certain point or to complete the work. Coaches can ask kids to report to work in the morning and during Trojan Time.
- Students need to submit work when completed in the evening or resubmit the following day before or by class time.
- Teachers design lessons so the majority or all the work can be done in class.
- Long term projects – teachers will set daily or periodic due dates detailing how far along a student must be on a specified day. If the student does not meet these deadlines, they need to be assigned a work session after/before school to get caught up.
- Late work will have a 15% grade reduction on the first day. On the second day late, the teacher will grade what is turned in and if the assignment is not started, a zero will be given for the grade. This grade will remain – there will be no additional time to make it up.

### **Quality of Work**

#### 1.) Grades on Powerschool:

Grades will be updated at a minimum of twice a week including by 10:00 a.m. every Monday of the week and grades on Powerschool and will need to be updated one other day of the week which is the choice of the teacher (must let students know when the second day will be).

#### 2.) Redo Policy:

A.) Daily Work - It is up to the teacher if students have to redo daily work – with the teachers checking student work at the end of the period they should be seeing if the student used their class time wisely and did quality work. If not, they should be assigned a work session after school/morning to complete their work appropriately. Reminder: 3-5 grades per week (weighted how you want).

#### B.) Test/Quizzes -

- If a student fails a test/quiz - teachers have the choice to let students retest or not. If the student is given a chance to retake and chooses not to, that's their decision.
- Students have 3 days to make arrangements with the teacher to retest.
- Retest grade on tests/quizzes will be determined by the average of original grade and the retest grade.

### **Use of Class Time**

1. Active learning – Teacher/student interact positively during class.
2. Teacher will check the student's progress at the end of the period (apply #1 and #2 above under "Work turned in completed and on time")
3. Reminder that students should not have laptops open (unless told), use head buds (unless allowed), or have other apps open (unless appropriate).
4. Students should use study/class time wisely - staying on task/working on the assignment at hand.

### **Respect**

1. Follow teachers' rules and treat everyone with kindness and respect.
2. Limit redirects - give appropriate consequences for disrespectful behavior.
3. Limit casual conversations from peer to peer/teacher to peer.

## **Section 12 Class Promotion and Retention (board policy # 611.02)**

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

If a parent/guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent/designee to discuss the student repeating a grade. Parents/guardians must provide evidence of academic needs, illness, excessive absenteeism which would warrant the student students need to repeat.

### **Section 13      Incomplete Grades**

Incomplete grades on Powerschool (INC) will be issued when a student's work for a nine-week period or semester is not completed. Failure to complete this work can result in a failing grade being issued. Students receiving an incomplete may also be required to come back to finish the work during the teachers' work day(s), or during summer school.

### **Section 14      Progress Reports/Eligibility**

Starting on the third week of each quarter and continuing to the end of the quarter/9<sup>th</sup> week, deficiency reports (down and failing slips) will be prepared by the teachers and turned into the office each Monday morning by 10:00 a.m. for any student whose grade in a course is a "D" or "F". The Principal will prepare a list of those students who have down or failing grades and notify parents by mail if a student is down or failing a class. Coaches and sponsors of extracurricular activities will also be notified and the following procedures will take place for extracurricular activities.

Grades 7-12 students failing (F) in any of their classes are declared ineligible to participate in any extracurricular activity or public performance for that calendar week (starting Tuesday of that week until the Monday of the following week). Students can practice during the 1<sup>st</sup> week of ineligibility but will lose all game/activity participation privileges. Students who fail the semester or are failing classes during the quarter are not in "Good Standing". Students not in good standing are not eligible to attend school events, games, matches, including Prom and Homecoming.

In addition, if the student continues to fail any course for a 2<sup>nd</sup> week in a row they still lose their ability to play or perform, but may practice. If the student remains ineligible the 3<sup>rd</sup> week in a row, the sponsor/coach will need to determine if this student should remain a part of the team or be involved in the activity. At this point, the student may not practice and will continue to lose all game/activity participation privileges.

### **Section 15      Schedule and Schedule Changes**

Class registration will happen in the spring prior to the start of the new school year. Students will take their schedule home to review with their parents/guardians. After parents/guardians have had an opportunity to review the schedule with their child, the parent/guardian will sign the schedule. The student will bring it back to school and turn it into the office. At the start of the new school year students will have one week to make schedule changes. To make a change to a student's schedule, the student must get a drop/add sheet from the office and get the required signatures on the drop/add sheet. Students must have a valid reason for dropping a class.

### **Section 16      Withdrawal from School**

If it becomes necessary to withdraw from school, students should do the following:

1. Report to the Principal's office for a check out sheet. The check-out sheet will need to be signed by all necessary faculty and staff.

2. Return the check-out sheet to the principal with all necessary staff signatures which ensures that all books, equipment, and supplies have been returned and that all fines and outstanding bills have been paid.

## **Section 17 Student Aides**

Staff members may be allowed to sponsor a student (generally a junior or senior), who is in good academic standing, to assist them in their classroom as a student aide. These students must have their aide position approved by the Principal. Once assigned, teachers must utilize their student aide appropriately and not leave them unattended with a teacher's class/students.

## **Section 18 Assessment**

Each year Scribner-Snyder Community School K-12 graders to participate in the following assessments:

- NSCAS (NE Student Centered Assessment System) Tests, originating from the Nebraska Department of Education, are given three times per year – fall, winter, spring in the areas of Reading/Language Arts, Math, and Science. Tests are given to students in grades 3-8. Each test is takes approximately one to two hours and in an electronic format.
- ACT (American College Testing) test, originates from the Nebraska Department of Education, are given in the spring to grade 11 students in the area of Reading, Writing, Math, and Science.
- PreACT (American College Testing) test is given in the spring to grade 10. This test provides an opportunity for students to experience and gain insight before taking the ACT in grade 11.
- MAP (Measure of Academic Progress) Growth test, originating from NWEA are given three times per year – fall, winter, and spring in the areas of Reading, Language Arts, Math, and Science. Tests are given to students in grades k-2 and 9 and 10. Each test takes about one to two hours and is delivered in an electronic format.
- DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Tests, measures the acquisition of early literacy skills and is given three times per year – fall, winter, and spring to grades k-6.

## **Section 19 Report Cards**

Report cards are issued at the end of each quarter/semester. Percentage grades are used to designate a student's progress. Student work that has not been completed at the end of a quarter/semester will not be carried over to the next school term. Failure to complete work will result in a failing grade being issued.

## **Section 20 Parent/Teacher Conferences**

Parent/teacher conferences will be held once in the fall semester and once in the spring semester. Refer to the school calendar for the schedule. Additional conferences can be held at other times by calling the office and setting up appointments with the teacher(s) and administration as necessary.

# **Article 6 – Student Records and Supporting Services**

## **Section 1 Student Records**

### Cumulative Records

Cumulative Records are kept in the Guidance Office:

1. Student's social security number
2. Record of dates of attendance
3. Grade level completed
4. Transcript of classes taken with grades and credits received
5. Record of date and of type of inoculations and health examinations, which are given to the class or student body as a whole.
6. Record of participation in officially recognized school activities and sports.
7. Signatures of people who are required to sign for access to student records and statement of purpose for such areas.
8. Students or student's parents written consent for the release of student records.

NOTE: These records are confidential. Disposition: Retain the transcript, immunization, and test scores permanently. All other records are discarded after a three-year continuous absence from school.

#### Subsidiary Student Records

Subsidiary Student Records are kept in the Principal's office.

1. Results of standardized achievement, aptitude ability, interest, and intelligence tests.
2. Protocols of tests administered to the class or student body as a whole.
3. Diagnostic education evaluations.
4. School Educational Specialists report.
5. Disciplinary-action reports.
6. Truancy reports.
7. Final reports of non-school special consultants.
8. Correspondence concerning students.
9. Educational, medical, and family histories and data peculiar to individual students.
10. Data Summary reports.
11. Transcripts of school hearings concerning students.
12. Students or parents written consent of release of student records.
13. Anecdotal records.
14. Signatures of people who are required to sign for access to student records and statement of purpose for such access.

NOTE: These records are confidential and are destroyed after the student's three-year continuous absence from school.

#### Special Education Records

Special education records are kept in the SPED Director's Office (Confidential):

1. Psychological elimination reports.
2. School social worker's case-study reports.
3. Parent's written consent permitting special examination of their child.
4. Copy of annual notification of parents of their child's placement under program for children with handicapping conditions and the return requested certificate.
5. Parent's written consent to the provisions or denial of their child's placement under programs for children with handicapping conditions.

Note: Records are destroyed after the student's three-year continuous absence from school. Any senior student's parent that would like a copy of SPED records may request that at the time of graduation.

#### FERPA Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that we with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Scribner-Snyder Schools to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Scribner-Snyder Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. We have designated the following information as directory information:

- |                           |  |                       |
|---------------------------|--|-----------------------|
| -Student's name           | - Grade level  |                       |
| - Address                 | - Participation in officially recognized activities and sports |                       |
| - Telephone listing       | - Weight and height of members of athletic teams               |                       |
| - Electronic mail address | - Degrees, honors, and awards received                         |                       |
| - Photograph              | - The most recent educational agency or institution attended   |                       |
| - Date and place of birth | - Major field of study   | - Dates of attendance |

#### **Section 2      *Special Education Services (Board Policy 612.18)***

Scribner-Snyder Community Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

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The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

#### Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

#### Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.Child Find.

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

#### Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is

not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least Restrictive Environment Rules"). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

#### Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

#### Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016



#### Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

#### Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

#### Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

#### Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

#### Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

#### Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

#### Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

#### Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- A. Purchase instructional materials from the publisher that are produced in or may be rendered in specialized formats.

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

#### Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

#### Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

#### Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

#### Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

**Section 3 School Counselor Services**

Scribner-Snyder Community Schools employs a school counselor to provide students with the following services:

- Individual and group counseling
- Educational and occupational planning
- College and job placement
- Parent and staff conferences
- Referrals to other school and community services
- Liaison between families and outreach programs

**Section 4 Health Services**

Physical and Immunization Standards

Student Age Group	Required Vaccines
2–5-year-olds enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 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
Students from Kindergarten through 12 <sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 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 varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> Grade	1 dose of Tdap (must contain Pertussis booster)

1. A 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 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.

### Health Screenings

The school nurse or designee will do the health screening procedure during the first semester of the school year. This will include:

1. Screening for sight and hearing and any other conditions acknowledged by the Lyons Club Mobile Unit.
2. Height and weight
3. Head lice check.
4. Adolescent development programs in the spring for 4<sup>th</sup> grade girls and all 5<sup>th</sup> and 6<sup>th</sup> grade students.

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

### Health Records

The school office 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.

### Guidelines for Administering Medication

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.
3. Non-prescription medications or over-the-counter medication must be sent with instructions.
4. 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).
5. ALL MEDICATIONS brought to school, MUST be given to the school office, classroom teacher or school staff.
6. A locked cabinet will be provided for the storage of medication.

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.

#### Student Illness

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student to be sent home include temperature greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by school personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

**It is the responsibility of the parents to keep all contact and emergency contact phone numbers up to date.**

#### Communicable Diseases or Infectious Diseases (Board Policy 508.03)

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

Their personal physician shall determine the health risk to immunosuppressed students. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student who is at school and who has a communicable disease that creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the Superintendent any time the student is aware that the disease actively creates such risk.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

#### Head Lice, Mites and Other Infestations

It is the intent of the school district to handle cases of communicable infestations in such 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 time when no live lice are found. SSCS have trained staff that will check the student's head upon their return. When live head lice is found on a student's head a letter will be sent home to the other students in that classroom making the parents aware of the situation.

### **Section 5           Transportation Services**

Scribner-Snyder Community School provides a bus route between the Scribner and Snyder communities. Pick up and drop off is located in front of the Snyder Library. Normal bus boarding time in Snyder is at approximately 7:25 a.m. Normal drop off time after school is 4:00 p.m. In the case of a late start (10:00 a.m.), the bus pick-up will be 2 hours later (9:25 a.m.). Students should be on time. The bus driver will not wait for late students.

**If a student(s) misses the bus, it is the responsibility of the parent to get their child/children to school.**

## **Article 7 – Drugs, Alcohol, and Tobacco**

### **Section 1 Drug and Substance Use and Preventions (*Board Policy 504.15*)**

#### Drug-Free Schools

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

#### Education and Prevention

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

#### Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL 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 P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY 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 ALCOHOL 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."

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

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are

found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

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

#### Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

#### Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

#### Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

#### Intervention

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

available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### Administration

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

### **Section 2 Tobacco/Nicotine Substance (including vapor cigarettes or any other product that delivers nicotine)**

Tobacco use of any kind is forbidden on school grounds, or at school sponsored activities. Since students are not allowed to use tobacco products on school property there is no reason to bring any type of tobacco products to school, or to school sponsored events. Possession of tobacco products will be treated as use of tobacco on campus. This means that if students carry tobacco products of any type in their pockets, purses, or have them in their lockers or vehicles they can expect punishment.

Students getting caught using tobacco products, and are given citations by law enforcement, can also receive additional punishments during the school year. Offenses taken place in the summer will not be considered.

## **Article 8 – Student Rights, Conduct, Rules, and Regulations**

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

### **Section 2 Student Discipline**

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.

### **Section 3**

#### **Electronic Devices**

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
  - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, passing time between class periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or

the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

#### **Section 4      Lunch Period**

Lunch Period:

Scribner-Snyder operates a closed campus for lunch period. Students will not be allowed to leave school during the noon hour. All lunches are to be eaten in the lunchroom. This includes lunches brought from home. Federal guidelines do not allow fast food to be delivered or brought in or selling of pop during lunch. Therefore, pop will not be allowed in the lunchroom. All students are required to report to the common areas during the lunch period whether they're eating lunch or not.

Common courtesies and basic dining manners should be the student's guidelines for the cafeteria:

Safe:

- Walk single file with eyes facing forward.
- Stay focused.
- Carry tray with two hands.

Responsible:

- Clean area, pick up trash.
- Sit quietly until dismissed.
- Keep hands and feet to self.
- Use your inside voice.
- Raise your hand for help.

Respectful:

- Say please and thank you.
- Eat what you take.

Students will remain in the cafeteria after eating. Once students are done eating, they're asked to dump their tray immediately and to mingle with their peers in a respectful way. Students acting out may be removed from this setting or have other consequences.

#### **Section 5      Study Halls**

Each student is expected to spend some study time on the preparation of studies outside of the normal school day. The amount of time needed depends upon the individual and his/her class schedule.

Starting in the 2012-13 school year students will not have a study hall; since study halls have been eliminated students will need to use their class time effectively to avoid having a lot of homework. Students with IEPs will be given a study hall as needed.

## **Section 6            1:1 Computers**

Laptops are a tool that we have provided with our 1-1 program in high school. Our teachers have developed appropriate uses of these resources to enhance education. We encourage teachers at all levels (including the elementary) to find ways to incorporate the use of this technology in daily instruction. While the students are using the laptops in class, teachers must be active to monitor their use; we expect teachers to be up and moving around the classroom when the computers are being used. Also, students should be arranged so teachers always have a visual on the monitors.

All students have been taught about the appropriate way of using the laptop in school. We fully understand that we won't be able to stop all inappropriate use of the students' computers, but we will be proactive with monitoring how they're being used. Students caught using their laptops inappropriately may have the privilege of using them taken away.

Students should not be allowed to:

- 1.) Download YouTube videos or movies.
- 2.) Play or download games.
- 3.) Visit inappropriate websites on the internet or on social media sites.
- 4.) Receive or send personal e-mails.
- 5.) Be allowed to have their computers open during lecture unless approved.
- 6.) Work on other subjects during instruction.
- 7.) Have their monitor directed away from the teacher so you can't see what they're doing.

Teachers in high school are expected to have all their classes on Canvas; by doing this the students will have access to homework and assignments via the internet.

## **Section 7            Respect in the Classroom**

Our school wide expectation is to be respectful across the whole campus, and this is especially important in the classroom to protect the learning environment. The teacher or staff member will communicate classroom expectations with students. Students are expected to follow the expectations and respect the teacher/staff member and other students. We will not tolerate disrespect and/or threats to other students or teachers and staff. A student removed from a class for unsatisfactory behavior will be sent to the Principal's office.

## **Section 8            Fighting and Throwing Snowballs**

Fighting and throwing snowballs are not allowed on school grounds for obvious reasons; students caught doing this will have a consequence.

## **Section 9            Locker Rooms**

Locker rooms will be off limits during the day, except during the various P.E. classes. Always keep lockers locked when not present. If lockers are left unlocked, and items are stolen, this becomes the student's responsibility. We also suggest you mark all clothing and shoes with your name for identification purposes. Shower heads are NOT to be removed. Please shut all showers off when finished. We ask that you do your part to help keep the locker rooms clean.

## **Section 10      Library**

Please make sure that the librarian is in the library when you're checking out books or other materials. The library is there for you to use as a resource; please respect the items you check out and return them in the condition you found them. If any books or materials are damaged, a fee will be given to repair or replace the item.

## **Section 11      Dances**

Periodically during the school year various organizations and/or classes will sponsor a student dance. Listed here are some specific guidelines that will be followed at school sponsored student dances.

Guidelines for ALL Dances – Including Prom and Homecoming

1. Students must be dressed in an appropriate and respectable manner. Displays of affection will not be tolerated. Those not adhering will be asked to leave.
2. Students who have consumed alcohol or used an illegal substances prior to the beginning of the dance will not be allowed to enter the dance. Students using alcohol, illegal substances, or tobacco products during the dance will be dealt with according to the student handbook. This may include calling law enforcement.
3. All dates that are not enrolled at Scribner-Snyder Community Schools must be cleared by the school administration. Dates - age 21 and over will not be permitted unless approved by the school board or administration.
4. All dances will end before or at 12 o'clock midnight.
5. TWO sponsors must attend each dance. Sponsors will be either faculty members or parents approved of by the administration. Sponsors will monitor students and all entrances and exits.
6. The dance area will be cleaned up by the sponsoring organization the same night of the dance or the next morning.
7. Students that leave the dance before it is over will not be allowed to return. We also ask that students notify sponsors when leaving.
8. Students must be in "good standing" to be eligible to attend (ex: not failing any courses the week preceding the dance).
9. Students in grades 6, 7, and 8 are not permitted to attend Homecoming or Prom. There may be other dances sponsored by organizations that may permit middle school students.

## **Section 12      Failure to Complete Homework/Assignments**

It is an expectation for students to complete their homework on a daily basis. Completing this work is an integral part of the learning process and subsequent grade for each class. The direct results of not completing their homework can lead to personal loss of responsibility for learning, getting behind in class, or the student failing the class.

To hold students directly responsible for their actions, teachers will keep the students after school to finish late homework daily. Students not having their homework done when they come to class will be expected to report to a "Recovery session" to complete their work. A student will be kept after school until their homework is complete. If a student is unable to finish their homework by 4:00 p.m., the teacher may continue to stay and work with the



student, or the teacher can refer the student to the Principal and the student will be kept until the work is completed.

Teachers will send a list of students needing to attend a Recovery session before the end of the school day (by 3:00 p.m.) to the office. Students will also be responsible to call their parents/guardians to make them aware they have a Recovery session, and to arrange for transportation if needed.

Teachers are expected to have students in their classroom for recovery when they are not completing their homework as part of their teaching duties. Teachers must communicate to the student that they are expected to report to their classroom after school for recovery sessions. If a student is not turning in work for multiple teachers, teachers will need to communicate with each other to develop a schedule so there is not confusion on who is keeping the student on what days.

Planned Absences: Students with IEPs will be given 5 days to make-up this work. Regular education students will be given 2 days to make-up their work after a planned absence. After this time homework not completed may be grade "as is" or may be entered on Powerschool has a zero. The teacher will then make a copy of the work and put in a file, if a student fails the quarter or semester, they'll then have an opportunity to redo/finish the work during Saturday or Summer school.

### **Section 13      Conduct on School Transportation**

#### Riding the School Bus

1. The driver is in full charge of the bus and the students. Students shall comply promptly and cheerfully with the driver's 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, using inappropriate language, abusing or casting reflections upon the driver or upon other pupils 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, hitting, or using hands, feet or body in an objectionable manner which can cause distraction or injury to occupants on 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 with the permission of the bus driver.
8. Students use the emergency exit door only when an emergency exists.
9. When the bus stops 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.

Students being allowed to ride the bus is a privilege not a right; students acting inappropriately may be removed from the bus.

#### Upon Exiting 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.

#### Discipline and Penalties

A school bus driver has the authority and the responsibility to discipline pupils on the school bus. Violation will be reported to the parents and to the Principal. As stated above, continued violation of these rules and regulations can render pupils liable for temporary or permanent suspension from riding the bus during the school year.

#### **Section 14 Artificial Intelligence (board policy #504.13)**

Scribner-Snyder Community Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

#### Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

#### Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

### **Article 9 – Extracurricular - Student Rights, Conduct, Rules, and Regulations**

#### **Extracurricular Activity (Board Policy # 506.01)**

##### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2            Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person 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, 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 a 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 another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a 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 (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
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.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. 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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in

writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. **More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.



- iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. **On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.**

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:

- (A) Instructional field trips which are a part of the scheduled course learning experience; or
- (B) Activities or events which are a part of the student's grade requirements.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

### **Section 5 Ineligibility**

Students are ineligible if they have earned an "F" for the week. The ineligible list runs from Tuesday through Monday of the following week. Students that are ineligible may practice for two weeks, but not participate in game/matches/meets/organizational activities. If a student remains ineligible for three weeks in a row, they will not be allowed to participate in competitions, practices, or organization events. The sponsor/coach, at that point will need to determine if the student should remain part of the team or organization.

### **Section 6 Squad Selection**

The coach/sponsor is responsible for the selection of their squad. The head coach/sponsor will work with the assistants in the selection of all squads. The head sponsor/coach may cut a senior.

A student that is cut from an activity is encouraged to participate in other school activities. Squad selection procedures that will be followed by the sponsor/coaches will be made available to the students and their parents/guardians prior to the start of the season.

### **Section 7 Lettering**

The head sponsor/coach will determine which members of their varsity squad shall receive a letter. The general philosophy is that the participant must be in good standing and fulfill the letter requirements of the activity.

**In all extracurricular activities, a team member who, for any reason, is removed from the activity or quits the activity loses his/her eligibility for a letter.**

Each student who letters for the first time in any activity will receive a chenille letter, gold bar pin, and certificate. For every additional activity they letter in for the first time, they will receive an activity pin, gold bar, and certificate. Each time a student in an activity which they have previously lettered, the student will receive a gold bar, and certificate.

Specific lettering requirements are in the Activities Handbook.

### **Section 10 Concussion Awareness**

Training to recognize the symptoms of concussions and brain injuries and how to seek proper medical treatment shall be made available to coaches of the district's athletic teams.

The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions.
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion include the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

1. has been evaluated by a licensed healthcare professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional;
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

It is the responsibility of the superintendent to implement this policy

## **Article 10 – State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

Scribner-Snyder Community School does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### **Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

#### Coordinator Title VI – Contact the Superintendent

Discrimination or harassment based on race, color, or national origin; harassment

#### Title IX - Megan Stock

Discrimination or harassment based on sex; gender equity

#### 92 Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) - Superintendent

Discrimination, harassment or reasonable accommodations of persons with disabilities

#### Homeless student laws - Superintendent

Children who are homeless Superintendent

### **Section 3 Anti-discrimination and Harassment Policy**

#### **Elimination of Discrimination.**

The policy of Scribner-Snyder Community Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related

medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Scribner-Snyder Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Scribner-Snyder Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

#### Preventing Harassment and Discrimination of Employees and Students.

1. Purpose: Scribner-Snyder Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, 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, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, 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, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

## 2. Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Scribner-Snyder Community Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

## **Section 4      Notice of Parents Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

This section of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion or marital status, sexual orientation or gender identity and provides equal access to the Boy Scouts and other designated youth groups. This concept of equal educational opportunity serves as a guide for the board and

employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the Compliance Coordinators or the building principal.

Inquiries may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

## **Section 5 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the 96 request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits

disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

## **Section 6 Notice Concerning Disclosure of Student Recruiting Information**

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

## **Section 7 Title 1 Parental and Family Involvement**

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written followup to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental involvement:

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

- The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- The board will build the schools' and parents' capacity for strong parental involvement;
- The board will coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
- The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
- The board will involve parents in Title I activities.
- The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.
- This policy is adopted following a public hearing to receive public comments and suggestions.

## **Section 8            Student Privacy Act**

### Student Privacy Protection Policy

It is the policy of Scribner-Snyder Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

A.     Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

B.     Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

### Right of Parents to Inspect Instructional Materials

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is



received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

#### Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

#### Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

### Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

### Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

### Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and

Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

### **Section 9 Homeless Students**

#### Homeless Students

##### A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

##### B. Definitions

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

#### C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

#### F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

## **Section 10      Student Fees Policy**

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

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures to avoid the direct handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

#### **Section 11      Due Process**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's specific teacher, activity sponsor or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

All students will be afforded due process as guaranteed by constitutional provisions. Complaints involving student suspension, expulsion or mandatory reassignment will follow provisions of the Student Discipline Act. All other student complaints are to follow the chain of command as outlined in district policies. Rules for student conduct and appeal procedures will also be published in the student handbook.

If the complaint cannot be resolved by a certified employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may appeal to the board in writing. However, the board will only directly consider appeals dealing with policies, procedures and programs. Any complaints involving employee issues will be passed on to the board's legal counsel to determine whether district policies and procedures were followed by the administrator in attempting to resolve the conflict.

#### **Section 12      Weapons**

The board believes weapons and other dangerous objects and lookalikes in school district facilities including concealed weapons cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and lookalikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term "dangerous object" shall include noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

Parents of students found to possess weapons or dangerous objects or lookalikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects including concealed weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms including concealed firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case by case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a nonstudent adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or lookalikes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.



## Article 11 – School Forms

### Section 1 Internet and E-Mail Access Permission Letter to Parents and Violation Notice

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

**Section 2 Internet Inappropriate 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.

Scribner-Snyder Community Schools

P.O. Box L

400 Pebble Street

Scribner, NE 68057

ELEMENTARY:

Phone: 402.664.2568 Fax: 402.664.2708

HIGH SCHOOL:

Phone: 402.664.2567 Fax: 402.664.2407

**Section 3      Acceptable Use Agreement**

COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

I understand and will abide by the regulations for community use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.

Additional conditions or limitations of resource use:

Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.

Applicant name: \_\_\_\_\_

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

**Section 4      Photo Release Form**

I hereby grant permission to *SCRIBNER-SNYDER COMMUNITY SCHOOLS* to use photographs and/or video of me taken in publications, news releases, online, and in other communications related to the activities of the school district \_\_\_\_\_

(Signature of Adult, or Guardian of Children under age 18)

Student or Students (multiple children): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

**Section 5      Parental and Student Acknowledgement**

We have read and understand the rules and regulations in the Scribner-Snyder Community Schools Handbook. Our signatures below acknowledge awareness and receipt of the regulations and the understanding that compliance with these regulations is mandatory.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remove, sign, and return to the high school office at the prescribed day.