



SCHUYLE

R CENTRAL HIGH SCHOOL

2019 – 2020 Student Handbook / Planner

“Home of the Warriors”

Complete Handbook On-line at: <http://schs.schuylercommunityschools.org>

TABLE OF CONTENTS

District/ School Board Information	4
Belief Statements.....	4
Board Objectives.....	5
Faculty and Staff Information	6
Faculty Directory.....	6
General Information and Procedures	7
Chain of Command.....	7
Lockers.....	8
Bell Schedules	9
Emergency Procedures	10
Notification of Bad Weather.....	10
Campus Messenger.....	11
Food Service/ Open Lunch Privilege Plan for Senior Students	11
OpenLunch.....	12
Student Information	12
Early Graduation.....	12
New Student Registration.....	13
Part-Time Students.....	13
Schedule Changes.....	14
Withdrawals.....	14
Alternative Education.....	14
Student Assistance Team.....	15
Social Functions.....	15
Student Performance Goals.....	16
Class Conduct Expectations.....	16
Leaving Campus.....	17
Detentions.....	18
Attendance Policy and Information	18
Absence Definitions.....	19
Reporting Absenteeism.....	22
Tardies.....	23
Truancy.....	24
Student Code of Conduct	25
Student Discipline.....	25
Suspensions.....	26
Expulsion.....	26
Additional Student Conduct Expectations.....	30
Academic Integrity.....	31
Electronic Devices.....	34
Law Violations.....	37
Student Appearance, Dress Code, Body Piercing	42
Dress Code.....	42
Academic Achievement/ Academic Eligibility	43

Academic Eligibility.....	43
Grade Level Promotion.....	44
Graduation Requirements.....	44
Special Education Services.....	45
Technology.....	46
Internet Safety.....	46
Rules for Computers.....	47
Mobile Device Policy.....	49
Health Information.....	50
Nurse.....	50
Immunizations.....	50
Policy Information.....	51
Emergency Plans and Drills.....	52
Drug Testing Policy.....	53
Drug Testing Procedures.....	53
Consent to Test Form.....	57
Activity Withdraw Form.....	58
Safe Pupil Transportation Plan.....	59
Parental Involvement.....	62
Student Privacy.....	66
Anti-Discrimination and Harassment Policy.....	68
Tobacco Free Environment Policy.....	70
Bullying Policy.....	71
Student Fees Policy.....	72

District / School Board Information

WELCOME TO SCHUYLER CENTRAL HIGH SCHOOL

The Board of Education, on behalf of the community, has provided an excellent facility and a well-trained and caring staff. Students are encouraged to take advantage of the many opportunities for intellectual growth, stimulating activities, and the formation of lasting friendships.

This handbook is a guide for students, parents, and staff in the everyday activities of Schuyler Central High School. The handbook contains information of general interest as well as specific information regarding policies, procedures, rules, and regulations that are necessary to fulfill the educational goals of Schuyler Central High School. All information contained in this handbook is Policy of the Board of Education of Schuyler Central High School, and may be supplemented from time to time by changes or clarifications from the administration.

Students and parents are encouraged to read this handbook carefully and keep it in a convenient place for use when needed. Problems in school may arise when students and parents are not aware of their rights and responsibilities.

The school year will be full of new challenges and opportunities for Schuyler Central High School students and staff. Each student is encouraged to do his or her very best in the classroom and become involved in the activities available. Best wishes for a productive and enjoyable year!

**Schuyler Community Schools Mission Statement
Strive – Commit - Succeed**

SCHUYLER COMMUNITY SCHOOLS VISION STATEMENT

Schuyler Community Schools, in partnership with students, parents, and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society.

SCHUYLER COMMUNITY SCHOOLS BELIEF STATEMENTS:

1. We believe that students, teachers, administrators, parents, and the community share the responsibility for student learning, therefore we will promote communication and involvement among all involved in the education of our students.
2. We believe that students learn best when they are actively engaged in the learning process, therefore we will use a variety of teaching strategies to meet the needs of all learners.
3. We believe that students need the reading, writing, math, and problem solving skills that enable them to be life-long learners; therefore we will follow our continuous school improvement process.
4. We believe our students should be valued, safe, and secure, therefore we will provide a learning environment that is physically, socially, and emotionally healthy.
5. We believe that we are accountable for student learning; therefore we will use available information to guide instructional decisions.

MEMBERS OF THE BOARD OF EDUCATION FOR SCHUYLER COMMUNITY SCHOOLS:

President – Richard Brabec	Vice President – Brian Vavricek
Treasurer – Chuck Misek	Member – Alejadrina Lanuza
Secretary – Virginia Semerad	Member – Mynor Hernandez

SCHUYLER COMMUNITY SCHOOLS BOARD OF EDUCATION OBJECTIVES:

- A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
- Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
- School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity and a welcoming environment for parents and the community.
- The library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

- A curriculum that is based on state standards comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
- Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
- A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
- A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
- Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
- An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
- An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
- A welcoming environment for parents and the community.

Faculty and Staff Information

ADMINISTRATIVE STAFF:

Dr. Dan Hoelsing– Superintendent
 Stephen Grammer – Principal
 Jim Kasik – Asst. Principal/9-12 Activities Admin.

PROGRAM COORDINATORS:

Jeff Droge – Technology Coordinator
 Dave Gibbons – Curriculum/SIP Coordinator
 Darli Vrba – SPED Director
 Joey Lefdal – Director of Student Services

CERTIFIED STAFF:

English - Melanie Gustafson, Danella Tilly, Drey Keairnes, Lydia Quiring, Mandy Yosten
Mathematics – Rick Carter, Staci Shonka, Joel Carrillo, Gary Schaeffer, Richard Godejohn
Science – Alexa Stephenson, Barbara Saathoff, John Sayer, Nick Wilcox
Social Studies – Jason Haas, Jason Friesen, Seth Paesl, Dan Wolken
Warrior Achievement Center - Scott Petersen Ashley Stone, Lynne Rambour

Achievement Success Center – Lynn Sweeney

Agriculture –Charles Hosier

Art – Michael Trotter-

Business – Lyndon Beebe, Robbi McKenny Jared Severson, Tom Nelson

ESL – Elizabeth Lickei, Clarissa Dunn, Brandi Zavadil

Family Consumer Science – Jared Severson

Library Media Specialist – Mandy Peterson

Modern Language – Vanessa Gascon, Blanca Alarcon

Music –Ben Coatney, Morgan Semerad

Physical Education – Jeremy Hlavac, Jason Ankrah

School Counselors – Amy Johnson, Katherine Bertrand

S.P.E.D. – Don Maxwell, Ashlie Stone, Lynn Rambour

Industrial Technology – Mark Wemhoff, Charles Hosier, Casey Harper

PARA EDUCATORS: Vicki Druempel, Roberto Magana, Amy Mendez, Missy Korth, Mickaela Vazquez, Margarita Avalos

SUPPORT STAFF:

Marv Aldrich, Alejandra Dimas, Mary Didier, Shelly Friesz, Penny Janosek, Sally Jakub, Joy Jenkins, Diana Martinez, Juan Melendrez, Ron Mundil, Jamie Ramirez, Coralie Shonka, and Matt Wachal

General Information and Procedures

GENERAL INFORMATION AND PROCEDURES:

The school building is the place where we work, study, and learn. The building will generally be opened to students at 7:30 a.m. on regular school days. Students in the building before that time for various activities are expected to remain with that sponsor or teacher and/or report to the commons area until 8:00 am. Classes begin at 8:05 am and dismissal is at 3:41 pm. unless there is an early dismissal. Students should leave school by 4:00 p.m. unless under direct teacher supervision. The school is not responsible for supervision of students once students have left school grounds.

ADDRESS CHANGES:

Please report changes of address, telephone number, email address, or guardianship to the principals' office.

CHAIN OF COMMAND:

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at step 2
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

VISITORS:

Visitors must report to the principals' office when visiting Schuyler Central High School. ALL visitors need a visitor's pass to be in our school building. Former students are welcome to visit with a teacher or other employee as long as the visit is prearranged with the teacher, or employee, and the principals' office is notified by the teacher in advance. Former students are not allowed to visit students in the lunchroom or other locations during the school day.

ANNOUNCEMENTS:

Daily announcements regarding school activities, club meetings, and general school information will be Posted daily on the SCHS webpage, read during LSH by the teacher, posted in the building, and displayed on a TV monitor in the commons area. Announcements submitted must have sponsor and/or principal approval. Announcements and posters to be hung in the hallways need principal approval prior to being displayed.

COPY MACHINES:

Copiers are available for general instructional use, and are not intended to substitute for typical research or note taking methods. These machines are not to be used without permission of school personnel. Students who wish to copy materials for use in class must have a teacher's note requesting the student be allowed to use the machine. A \$.10 per page copying charge will be assessed for personal copies.

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.

LIBRARY/MEDIA CENTER:

The Schuyler Central High School Library is considered a "quiet" area and all students are expected to study quietly to maintain a desirable atmosphere for study. Small group study may be done quietly and with permission of the library media specialist. The

student should request a pass from the teacher or from the library media specialist to use the library during class time. Once a student is in the library he/she is to remain there for the remainder of the period unless the teacher has requested that he/she return or is sent back by the library media specialist. The library serves both students and faculty. Its collection consists of many different types of materials including periodicals, reference materials, nonfiction books, fiction, and computer-based resources. Students can use the computers in the library media center for research, both CD-ROM and Internet, word-processing, and to access the library card catalog. All technology designated to the media center may not be removed. Removal of designated items may result in disciplinary actions.

LOCKER SEARCHES AND OTHER TYPES OF SEARCHES:

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

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

1. School officials may conduct a search if there is a reasonable basis or cause 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. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.

Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process, (i.e. "nuisance items") may be removed from student possession.

While students may decorate or personalize their locker, some items are not suitable for display in lockers. These items are: ads or references to tobacco, alcohol, or other drugs, pictures which are found to be offensive to school personnel or other students, and language or graphics which can be termed profanity, or are otherwise inappropriate. Care should be taken when decorating lockers to use materials that are not permanent in nature, as lockers will need to be cleaned at the end of the school year. Disciplinary consequences may be assigned students who damage a locker, store prohibited substances in it, or disable the lock mechanism.

LOST AND FOUND:

Lost and found items are to be brought to and claimed from the office. Items not claimed at the end of the school year will be given to a charity organization.

LOST OR DAMAGED ITEMS:

Students are to demonstrate respect for school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

MESSAGES TO STUDENTS:

Routine notes and phone messages will be delivered to students as timing and staffing in the office permit. Legitimate emergency situations will be handled immediately if that information is provided to school personnel.

SAFETY:

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, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Bell Schedule

SCHS Regular Schedule

GNG/FOUS	8:05 am – 8:25 am		
PERIOD 1	8:29 am – 9:22 am	PERIOD 4/LUNCH	11:20 am – 12:50 am
PERIOD 2	9:26 am – 10:19 am	PERIOD 5	12:54 pm – 1:47 pm
PERIOD 3	10:23 am – 11:16 am	PERIOD 6	1: 51 pm – 2:44 pm
		PERIOD 7	2:48 pm – 3:41 pm

FOCUS:

FOCUS is a 30-minute block of time between first and second hour, on our regular school days. This is a time for students to sit down with their focus teacher and go over their grades, attendance, and referrals. This time is not to be treated like a study hall. Students can get extra help from their focus teacher and organize/plan their academic obligations for the next academic day. Generally, all teachers will be available to assist students during this time. With the SchyPad program there might be times when teachers ask students to view lectures or instructional videos outside of their class time, this time should be used to take care of teacher requests to access online instructional material, especially if the student does not have wireless internet access at home.

Emergency Procedures

NOTIFICATION OF BAD WEATHER: The Superintendent may close public schools in case of severe weather. The Superintendent's staff will notify local news media when inclement weather warrants such action. For closings and late starts, these stations will generally be notified by 6:30 a.m. KFAB and Channel 10 will be contacted as early as possible. Wait for this information to be presented by the media sources. Administrators need to make a number of phone calls, so please do not tie up their lines by calling to see if school will be in session. Parents are urged to use their own judgment whether it is safe for their children to go to school. Parents who do send students are welcome to have them call home once safely at school. The school will attempt to contact rural parents early in the day if parental verification of an absence has not occurred. On such days, the Superintendent will contact the following media sources, to which students and parents should listen:

KTTT 1510 am Columbus	KLIR 101.1 fm Columbus	KJSK 900 am Columbus
KFAB 1110 am Omaha	KKOT 93.5 fm Columbus	KZ 100 fm Columbus
KOLN Channel 10 Lincoln	KHUB	WAG 78
KEXL 106.7	KETV Channel 7	
KLKN TV Channel 8	Channel 11 (former Channel 99)	

After School Starts:

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

What Not To Do:

Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions:

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

Campus Messenger:

Schuyler Community Schools will be using Campus Messenger to deliver several notifications by phone and/or email to parents/guardians and staff regarding different matters depending on your student's grade level and also district wide. The Campus Messenger system will allow information to be sent concerning student attendance, student behavior, school reminders of events, report cards, meetings, conferences, emergency notices, school closings and late starts via email or telephone depending upon the parent/guardian and/or staff preference. This service for parent/students is automatically registered at no cost.

Food Service / Open Lunch Privilege Plan for Senior students

FOOD SERVICE:

Breakfast is served daily from 7:30 am to 8:25 am each school day. **Breakfast meals cost \$1.65 per meal.** Breakfast has four components offered of which students are required to take three.

The Schuyler Central High School federal lunch program has facilities that serve the entire student body. **Student lunches cost \$2.60 per meal, adult meal \$3.65.** The cost for individual lunch items is announced on an annual basis. Deposits will not be accepted during lunch periods. Students should carefully examine the account balance that appears on-screen each day after the bar code card is scanned. This information indicates the balance remaining prior to charges for the day's meal. Students will not be allowed to charge any items to their lunch account that would cause the account to have a negative balance. Due to federal lunch program reimbursement regulations, a student may not purchase a lunch for another student. Bar code replacement cards are available in the superintendent's office. To receive a replacement card, students are charged **\$5.00** for that card and any card issued after that time.

The State of Nebraska does an annual review of lunch prices and costs associated with our food program.

Schuyler is within a few cents of each of our reviewed program meal costs. See food service balance on the monthly receipt expenditure summary report. We received a letter from NDE notifying us that our lunch prices were too low. We sent a letter for a 1-year exemption, but are required to raise our prices to the recommended levels this year. Breakfast prices can only increase 5 cents, and lunch prices can only increase 10 cents.

Lunch balances can be viewed by students and parents on the Infinite Campus portal.

Students are asked to cooperate with lunchroom personnel by eating in a responsible manner, consuming all lunch items in the lunchroom, returning trays, silverware, and disposable items to their proper location, and conducting themselves as young women and men at all times. Disruptive behaviors may result in disciplinary consequences. Students who wish to eat lunch at home may walk or be picked up by a parent or other family member approved in advance by the principal or assistant principal, and must have submitted appropriate paperwork to the office prior to doing so. After students have eaten or come back from eating at home, they should report to the east gym or stay outside the east entrance to the school. Students eating lunch off campus are not to bring food items back onto campus when they return. Suggestions for improving the school lunch program are to be presented to the nutrition staff or to members of the committee that meets with the Superintendent and nutrition staff. Students are not allowed to purchase breakfast and lunch meals or á la Carte items for other students. Violations will result in loss of á la Carte privileges, etc. Á la Carte items are offered for purchase for breakfast and/or lunch. For example, students may purchase a second serving of a main entrée, 100% juices, water, snacks, fresh fruit, 16-ounce milks, and more. Students are required to purchase a reimbursable meal before purchasing á la Carte items. There are a few exceptions to this policy. The following items can be purchased without purchasing a meal first. These include

the following: milk (any size), water, Propel, 100% fruit juice (any size), and fresh fruit. As long as three different food components are chosen, a meal qualifies and it consists of ½ cup of fruit or vegetable. Students will be asked to return to the line to get the required components for a meal.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

OPEN LUNCH (available to Seniors only):

Participation is available to students who are classified as seniors, who submit a properly completed parental permission form, and who retain eligibility for participation in the open lunch program.

Students will lose open lunch privileges for a period of time to be determined by the administration if observed to be in violation of items described below:

1. Failure to maintain acceptable grades
2. Negative school lunch account balance
3. Involvement in any disciplinary incident during school or at any school activity
 - a. Detention, excessive tardies, late assignments, etc.
 - b. Serious disciplinary incidents may result in immediate, permanent suspension of open lunch
4. Inappropriate behavior during open lunch
 - a. Observed use of time for "cruising"
 - b. Failure to utilize school-provided parking areas
 - c. Providing lunch for non-eligible student(s)
 - d. Giving rides to underclassmen during lunch or during the school day
 - e. Squealing tires, overly loud radio, etc. near school.
 - f. Bringing off-campus food items onto campus or into the lunchroom
 - g. Complaint about behavior by business community member

Seniors who lose their senior privileges are to be in the lunchroom and must check-in with the lunchroom supervisor. When students lose their senior privileges and have a significant reason not to be present during that week, they will be permitted to leave as long as the missed time is made up with the assistant principal.

Student Information

EARLY GRADUATION:

Students who have reached senior grade classification and have obtained 255 credits may with parent/guardian approval apply for early graduation. Application for early graduation shall be made to the guidance counselor by completing a contract that is in agreement with the parent/guardian, student, counselor, and principal. Students may receive a diploma when they have attained 255 credits, completed all other graduation requirements, and have completed the contract process. Students may graduate after completion of their first semester of their senior year. Students may graduate/receive a diploma at Commencement at the end of the school year, or by arrangement after the Commencement ceremony. Students, who graduate early, may participate in most school events throughout the remaining school year. They may not participate in activities sanctioned by the NSAA (Nebraska School Activities Association).

BIRTH CERTIFICATE INFORMATION:

State law requires that a certified copy of a student's birth certificate be provided at the time of enrollment for a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance

in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

NEW-STUDENT REGISTRATION:

Students who have not previously registered for school in this district must have their parent or guardian supply a certified copy of the student's birth certificate or other reliable proof of the student's identity and age. If unable to provide a birth certificate, an affidavit explaining the inability to produce a certified copy of the birth certificate must be provided. This information must be provided within ten days or the matter will be referred to the local law enforcement agency for investigation.

A printed or typewritten form signed by a licensed physician indicating that a physical examination was administered on a specific date within the previous six months must be provided for a student from out of the State of Nebraska. As a substitute for evidence of a physical examination, an objection in writing to a physical examination may be submitted to the school by the parent or guardian. Immunization information is also required.

Students who enroll after the start of a quarter may be permitted to make up missed work. NOTE: Due to the nature of some courses or the amount of work to be made up, the teacher may deny permission for a student to make up missed work.

PARENT-STUDENT-TEACHER CONFERENCES:

Parent-student-teacher conferences will be held during the school year. Refer to the school calendar for the scheduled conferences. Parents and students are encouraged to attend conferences. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers. Parents may also want to contact their students FOCUS teacher, to discuss how things are going with their student in school. Conferences will be held in the East Gym. Students and parents will be contacted about conferences and encouraged to come to conferences by their Focus Teacher.

PART-TIME STUDENTS:

A part-time student shall be any student who does not attend school the entire school day and school year. Students who have reached senior grade classification **or are 18 years of age**, and have obtained **215 credits** may, with parent/guardian approval, request permission to attend school as a part-time student. Application for attending school, as a part-time student shall be made to the school counselor on school-provided forms. Part-time students will be expected to **attend four consecutive periods and** observe all stated school rules. Exceptions will be made jointly between the student, parent/guardian, school, and Board of Education. Part-time students not demonstrating satisfactory performance in coursework may be required to spend additional time in school beyond their scheduled classes. This time will be scheduled immediately before or immediately after classes in the student's schedule and will be spent working to improve the level of academic performance in scheduled classes. Satisfactory performance is defined as meeting these criteria: 1. Meeting academic eligibility requirements; and 2. Passing all courses required for graduation.

REGISTRATION:

Students will register for the current year in the preceding spring. Students are assigned classes that meet their needs and desires as indicated by their spring registration. New students register upon enrollment in Schuyler Central High School.

SCHEDULE CHANGES:

Because students and parents choose courses in the spring, changes in student class schedules are not encouraged. However, there may be students who wish to change their schedule. If a schedule change becomes necessary, please contact the School Counselor. The School Counselor must approve the proposed change. **Schedule changes requested after one week will be taken under advisement, but might not be honored, unless there are extenuating circumstances.** Careful consideration is necessary at registration time to ensure that the student will benefit from the schedule of courses chosen.

TRANSCRIPTS AND PERMANENT RECORDS:

Transcripts will be accepted from authorized schools, and forwarded to other schools when necessary. Transcripts will be sent electronically to institutions of higher learning through E-Transcripts systems. Paper transcripts will be sent free of charge to prospective employers. After age eighteen only the student has access to their own student records. A parent wanting student records needs written permission from the student. A file can be released to a divorced parent of a student unless there is a court order to restrict information to that particular parent. Stepparents are not parents; a natural mother-father needs to give permission for a stepparent to receive a file/information on a student. Any student wishing to inquire about personal records should contact the Guidance Counselor.

TRANSFER STUDENT ENROLLMENT, GRADE PLACEMENT, GRADUATION:

The professional staff of District #123 reserves the right to determine grade level classification and programs based on standardized test results and other pertinent factors, and to accept or deny waiver of credits, course offerings, or graduation requirements for students transferring from non-approved and/or home schools. Grades earned on another school's grading scale will be converted to the SCHS grading scale. "Weighted" grades from other schools will also be converted to the 4-point SCHS grading scale (A=A, B=B, etc.). Students will be considered enrolled in Colfax County District #123 when proper personal identification, academic, and health records have been filed with the school.

Credits cannot be transferred to SCHS from an exempt (home) school or non-approved school (as defined by Rule 10). A student who enrolls in SCHS after having been schooled in an exempt (home) school or non-approved school will not be granted credits for work done in the exempt (home) school or non-approved school.

WITHDRAWALS:

Procedure for students who are withdrawing from Schuyler Central High School to transfer to another school district etc:

- Contact the principal and the school counselor prior to transferring.
- Parent/Guardian needs to sign for release of school records to another school district.
- Students need to return all property belonging to Schuyler Central High School.
- Students need to pay all fines.
- Once all fines are paid and all property belonging to Schuyler Central High School has been returned, records will be sent as requested.

EMERGENCY COUNSELING/THERAPY:

If it is determined that the nature of a suspension is a serious infraction, a student may be required to receive counseling/therapy prior to his/her return to Schuyler Central High School at the expense of the parent and/or guardian. At the completion of the counseling, a report from the counselor/therapist must be sent to the principal/assistant principal prior to the student returning to Schuyler Central High School.

SCHOLARSHIPS:

Many seniors are eligible for scholarships offered by colleges, universities, and other organizations. To obtain information about scholarships and other financial assistance, please contact the Guidance Counselor. Seniors should become aware of entrance requirements for colleges and process admission applications as early as possible.

SUMMER SCHOOL:

Students may participate in summer school to earn credit toward graduation when situations occur in which they are not on schedule to graduate. Students who participate will be using the OdysseyWare online program or, in some subject areas, direct instruction from a certificated teacher.

STUDENT ASSISTANCE TEAM (SAT):

Certified staff may refer students in need of help including self, peers, family, or school staff. Referral forms can be obtained from the SAT team coordinator. Completed forms can be returned to any staff member. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The Student Assistance Team will then meet to formulate an appropriate plan of action.

TESTING:

The Counselors will give test batteries to entire classes of students to measure achievement. Test results are utilized to help plan a program of studies best suited to each student. These test results become a part of a student's permanent record and will be available for student and parent review. Test dates will be announced to those students who will take the tests.

MASS ACTIONS:

Mass actions such as "skip day" are not permitted. If a mass action is or has taken place, all students without proper parent verification will be assigned unexcused absences for the time missed.

PASSES:

The intent of passes is to travel from location to location in the school for a specific purpose and may not be shared with other students. Passes to the office for phone calls initiated by the student will come from the student's teacher. A teacher may deny use of a pass by a student in the event of inappropriate behavior. When students leave the classroom for any reason, they need to use a pink pass from the teacher to be in the halls going to another destination unless they are accompanied by a staff member.

SOCIAL FUNCTIONS:

School dances are for students and their dates as well as for SCHS staff. Outside dates are permitted as long as these people are willing to conform to all school regulations and are under the age of 21. The STUCO Back-to-School Dance is one exception. Only students enrolled at Schuyler Central High School may attend the back to school dance. Students will be admitted during the first hour of the dance, and are expected to stay until the end of the dance. Once students choose to leave, they will generally not be readmitted. Activities held during the week will end by 11:00 p.m. School dances will be scheduled from 7:30 p.m. to 11:30 p.m. on weekend dates. A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation. Each person that attends the dance will be subject to a Breathalyzer.

SUBSTITUTE TEACHERS

Substitute teachers are guests in our school and perform a difficult task in the absence of regular teachers. Students should help the substitute teacher as much as they can so that classes will be effective and students will receive maximum benefit. If a student's name appears on a substitute teacher's report as being disruptive or disrespectful, that student will be assigned a detention by the classroom

teacher when such action is recommended by the substitute teacher. SCHS teachers will administer appropriate disciplinary consequences when they are a substitute.

STUDENT PERFORMANCE GOALS

The goal of each student at Schuyler Central High School is to be successful academically and socially during their high school career. It is believed that the following goals will help every student to be successful. When students follow the student performance goals, they should not receive consequences of low or failing grades, problem solving conferences, detentions, and suspensions. These goals are as follows:

- Arrive to class prepared
- Use work time appropriately
- Complete assigned tasks on time
- Demonstrate respect for people and property
- Respond appropriately to directives.

Student conduct on campus, in buildings, on buses, and at school-community activities should at all times be characteristic of young men and women who exhibit pride in themselves, their school, and their community. SCHS expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students is not acceptable and will not be tolerated.

The purpose of the Student Discipline Act, (statutory reference 79-254 to 79-294, is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitutions of the United States of America and the State of Nebraska, and in recognition of the right of every student to public education.

Changes or additions made to the policies, rules, or regulations contained in this handbook, if any, will be announced to students in the bulletin on three consecutive days, and will be announced to parents in the next issue of the Warrior Signal or by special mailing prior to taking effect.

CLASS CONDUCT EXPECTATIONS

For students to experience success in their high school experience, they are expected to show up on time, prepare for class by doing assignments on time, complete their own work, and to display appropriate conduct conducive to a safe and orderly environment for learning and teaching at Schuyler Central High School. Classroom teachers and students are responsible for the safe and orderly environment of the classroom. Teachers are responsible to assist students in making more appropriate choices by conferencing with the students to do problem solving and may issue detentions when necessary.

Students demonstrating classroom behavior disruptive enough to merit being referred to the office will be assigned a consequence within the guidelines established for discipline. This may include a conference with the principal and/or assistant principal, in school suspension, short- or long-term suspension from school, or expulsion from school. Any teacher referring a student to the office will initiate phone or in-person contact with the parent in order to seek a permanent resolution to the student's in-class behavior. Written documentation of the incident will also be sent to the parent/guardian and filed in the office.

CLASSROOM AND HALLWAY EXPECTATIONS

This is the conduct expected at all times in SCHS classrooms and hallways:

1. Enter only the classrooms to which you are assigned
2. Maintain appropriate indoor sound level
3. Walk without inconveniencing other traffic (i.e. no running, pushing/shoving, causing congestion, etc.)
4. Arrive in your classrooms before the tardy bell rings

5. Don't block entrances to the school

LEAVING CAMPUS DURING THE SCHOOL DAY

Students who leave school for any reason during the school day must check out at the principals' office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Any student who leaves school without following proper procedure will be counted absent (unexcused), will be put on the discipline step plan.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

PARKING

Parking space for students is located in the west parking lot during school hours. All students in grades 9, 10, 11, and 12 are to park in the lot west of the west gym. The areas south of the industrial technology and west gyms are not considered student-parking areas during the school day.

All vehicles driven by students are to be parked in the lots or stalls provided by the school. Cars and other vehicles not properly parked may create problems for emergency vehicles such as fire trucks and ambulances needing to gain quick access to areas of the building or surrounding homes. Therefore, improperly parked vehicles will have to be moved. **Students who park improperly will be warned once and after that be towed at the students cost.** Students are not to be in the school parking lot during the noon hour or at any other time of the day unless permission has been granted. **Students are not to park in assigned staff parking places, in fire lanes, etc.**

Reminder

Handbook compliance in regard to discipline will adhere to Board Policy 503.03--Attendance Policy and Information Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the

control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, illness, vacations, and medical appointments.

- Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day.
- Other absences are those in which the parent has not communicated a reason for the student's absence or parent does not know where the child is

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

- A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.
- Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

4. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

5. Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

6. Early Withdrawal for Students Enrolled in Accredited Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

7. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the

Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in

[Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district;
- and any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:
 - financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
 - an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form

Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making

attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

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 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:

- a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
- b. One or more meetings between the school (a school intervention officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community services.
- c. If a student has excessive absences for their classes, they will lose credit in those classes. Lose of credit is determined by the Principal and based on unexcused absences and tardies (4 tardies equal one hour). At the end of the year the Principal will present to the Board, and then the Board will then vote on the lose of credit requested by the Principal. Lose of credit is :
 - a. If a student has five unexcused absences, they will lose a fourth of their credit.
 - b. If a student has ten unexcused absences, they will lose a half of their credit.
 - c. If a student has fifteen unexcused absences, they will lose three quarters of their credit.
 - d. If a student has twenty unexcused absences, they will lose a full credit.

If a student loses full credit, they will be referred to the county attorney. At any time the student and parents can appeal to the Attendance Committee to have their credit reinstated.

Legal Reference: Neb. Rev. Stat. " 79-201 and 79-20**TARDINESS:**

Students are to be in their assigned classroom when the bell rings, present a pass from the office or previous teacher, or they will be classified as tardy. If a student is tardy to school the office will handle the consequences (See *Revised Tardy to school policy* below). If a student is tardy to class coming from another class then the staff member is responsible for the consequences. There is no time frame for a student to be tardy to class.

TARDINESS TO SCHOOL POLICY:

Promptness to school is necessary to enhance student success. Students who are tardy to school more than *three times in one semester* will be assigned to the tardy program. Once the student has reached their fourth tardy, must serve time after school on Friday afternoons, when all other students get to leave at 1:30 p.m. Students who fail to serve their Friday detention time will face further disciplinary consequences including suspension from school.

Tardy to School Policy for Schuyler Central High School

1st Tardy – Parent / guardian notification and reminder of the tardy to school policy.

2nd Tardy - Parent / guardian notification and reminder of the tardy to school policy.

3rd Tardy – Parent / guardian meeting with administration required. Student will serve time Friday afternoon during intervention time..

4th Tardy - Parent / guardian notification and the student will serve Saturday School and a conference with guidance counselor required.

5th Tardy – **Administrative-parent-student meeting. This meeting will result in In-School Suspension.**

A 3rd parent/guardian meeting with administration will result in the student being referred to the Student Assistance Team.

TRUANCY:

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. Students legally obligated to attend school will be referred to the Resource Officer at SCHS who works for the Colfax County Attorney in the event that they exceed a total of five excused and/or unexcused absences per quarter.

Reporting Habitual Truancy

Students who accumulate five (5) absences or the hourly equivalent in a quarter or twenty (20) absences or the hourly equivalent per year shall be deemed 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 week after the time the notice is given such 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.

Reporting and Responding to Truant Behavior.

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six to eighteen to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child.

Loss of Credit due to Truant Behavior.

All students at the high school must earn credit for their classes by attending school, by law, and completion of all requirements for the class. If a student is habitually truant they risk a chance of not attaining credit. If a student is tardy for class unexcused, that equals one unexcused hour. The process for a student to lose credit is as such: Unexcused 5 days equals a quarter of lost credit for that class; unexcused for 10 days a loss of half of their credit for that class; unexcused 15 days equals three quarters loss of credit; and 20 unexcused absences will result in full loss of credit for the class. The student may appeal to the Truancy Team to present to the team to earn their credit back. If a student does not appeal, then the school truancy officer will file with the county attorney a truancy case. At the same time, the Principal will request to the Superintendent to take the loss of credit students to the board meeting to have the board to accept or deny the loss of credit request. During this time parents may also appeal to the Superintendent or Board of Education for reinstatement of credit.

Student Code of Conduct

SCHS STEP Program

Any conduct that is deemed as disruptive to school and classrooms, will result in that student being placed on the Disciplinary STEP Program. The STEP Program is implemented as such...

- 1st STEP – Teacher will contact parents about the class issue. Puts the incident in to IC.
- 2nd STEP – Teacher will contact parents about the class issue. Puts the incident in to IC. Referred to counselor and works on negotiating their return to class.
- 3rd STEP – Parent/Guardian notified by student and counselor to set up a parent meeting with administration
- 4th STEP – Student is assigned to Friday intervention time with the teacher. If not on SAT, they will be referred to SAT.
- 5th STEP – Parent/Guardian notified by administration that the student will be serving ISS.
- 6th STEP – Parent/Guardian notified by administration that the student will be serving an extended ISS.
- 7th STEP – Parent/Guardian notified by administration a 2nd time that the student, parent/guardian, and teacher will set up a meeting.
- 8th STEP - 5th Parent/Guardian notified by administration that the student will be serving OSS.

IN-SCHOOL SUSPENSION:

In-school suspension describes disciplinary action taken in which a student is excluded from class attendance and/or participation for a specific length of time as assigned by the Principal or Assistant Principal. In-school suspension will be assigned on a limited basis and for specific behaviors. Students repeating these behaviors may be assigned additional days of in-school suspension. Work successfully completed by a student while assigned to in-school suspension will be granted full credit. Students are responsible for asking teachers for missed assignments. All work provided by teachers to a student assigned to in-school suspension will be completed by the student before s/he is released from in-school suspension. However, no student will be dismissed from in-school suspension prior to the regular ending

time of the school day unless a parent requests the student be released for an appointment and then the student will make the missed time up when returning to school and is not eligible to participate in practices or games or to attend school functions the day of or weekend if student has ISS on Friday. When assigned to In-School Suspension students will present any personal communication device(s), including the school issued iPad, to the administration when requested to. Failure to comply to this request will result in further disciplinary action. Use of any technology, including the school issued iPad, will only be allowed with permission from administration.

SUSPENSION AND EXPULSION:

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 the rules will result in disciplinary action. If a student is suspended or expelled, the student will also lose the privilege of the use of the school issued iPad. The iPad will be turned into administration at the time of the disciplinary action. Depending upon the reason for the disciplinary action the student could lose the use of all school district provided technology including, but not limited to, the school issued iPad.

A. Development of Uniform Discipline System. OMIT 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 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.
- e. A student who 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 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 Schuyler Student Discipline Act. 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

b. 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.

c. Alternative Education

Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. 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.

d. Suspension of Enforcement of an Expulsion:

Enforcement of an expulsion action may be suspended (i.e., “stayed”) 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.

e. 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.

4. 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.

SCHS Saturday School

- A. Students of Schuyler Central High School (SCHS) are provided the opportunity to make up missed class time. This can be for truancy issues, for disruptive behavior in class, failure to complete assigned school-work, and to clear up any unexcused absences. The three-hour program (9:00 a.m. to noon) will be held at SCHS school site and will credit one full day of student attendance within the same attendance-reporting month
- 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 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), 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. (Refer to electronic devices policy)
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.
17. A student who engages in the following conduct may 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.
18. 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 may 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.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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 (midribs, spaghetti straps, sagging pants) or clothing that is too tight (yoga pants, leggings, etc...) revealing or baggy tops and pants, 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. Shorts, skirts, or Capris that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. 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).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related. (rosary beads)

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. 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.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

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, but not required, an determined appropriate assignment.

(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.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly encourages students to use their electronic devices in an appropriate manner 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, iPads, cell phones, Mp3 players, iPods, personal cameras, fit bits, lap top 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 permitted to use electronic devices before school hours, at lunch time, 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.
- (2) Electronic devices (ear buds, etc..) 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).
- (3) 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.) 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 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 may be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message may be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement:

Violations of this policy regarding the prohibited use 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.

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, inappropriate 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 IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
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.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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.

Legal Reference: Neb. Rev. Stat. " 79-254 to 79-296

DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention - The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention - Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Programs of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations - All students are 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 - Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice - Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the 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 DRUGS, ALCOHOL AND 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 or alcohol 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 abused substance such as 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.

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 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 unlawful substances will be 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 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

Nebraska Statute Section 79-267

ALCOHOL AND/OR DRUG POSSESSION POLICY

Any student who is found to be in possession of these substances shall receive an out of school suspension (OSS) from class attendance and/or activity participation for a period of three (3) days. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours. Further violations shall result in additional disciplinary consequences as determined by the administration.

ALCOHOL AND/OR DRUG OFFENSES BEYOND POSSESSION AND/OR CRIMINAL ACTIVITY

The use of liquor (as defined by Nebraska Statute Section 79-267), controlled substances, or look-alike drug items, or paraphernalia, and criminal activity is not permitted on school property, in school-operated or school-sponsored vehicles, on school-sponsored trips, or at any time when students are under school supervision including school sponsored activities or events. Students will not be permitted to attend school or school-sponsored events when there is evidence of their having used or being under the influence of liquor, controlled substances, and/or involved in criminal activity.

Suspicion of Use

Unusual or erratic behavior, slurred speech, or the odor of alcohol will be considered adequate evidence of having used or being under the influence of alcoholic beverages or controlled substances. Students who choose to participate in athletics are subject to any additional regulations concerning the use of alcoholic beverages or controlled substances included in the athletic training regulations. Implied Consent and Zero Tolerance Policy: Students who attend an SCHS even t and are under suspicion of using or being under the influence of liquor, SCHS staff shall be empowered to detain that student and to contact law enforcement authorities to arrange for breath testing to confirm or deny that suspicion. A breath test reading that is above a reading of .002 shall be utilized as proof of use of liquor or being under the influence of liquor. Should a student refuse to submit to such testing, that refusal shall be accepted as admission by the student of use of liquor or as being under the influence of alcohol, and the student shall then be subject to stated consequences of that behavior.

Criminal Activity

When school officials receive a report that a student was involved (whether charged or not) or convicted of an unlawful act, including any determination made by the juvenile/adult court, the student shall be contacted. This policy pertains to unlawful acts and juvenile/adult determinations that principally do not fall under the drug and alcohol policy and constitutes a criminal violation (whether charged or not) or a juvenile/adult court determination/conviction of what would otherwise be a criminal act. The intent of this policy is concerned with offenses involving property damage, theft, personal injury, or lack of moral turpitude. Violations may include, but are not limited to violations such as theft, vandalism, and assault. Students that are in violation of criminal activity shall be subject to stated consequences of the behavior for school and activity participation.

First Offense

Any student who is determined to be in violation of the liquor, and/or drug offenses (beyond possession) and/or criminal activity shall receive an out of school suspension (OSS) from class attendance and activity participation for a period of four (4) days. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours.

Second Offense

Any student who is determined to be in violation of the liquor, and/or drug offenses (beyond possession) and/or criminal activity shall receive an out of school suspension (OSS) from class attendance and activity participation for a period of 19 days. The school administration shall have the option to reduce the number of days suspended from 19 to four (4) if the student and parents agree to have a diagnostic evaluation conducted by a school-approved treatment provider and that recommendations resulting from this evaluation are followed. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours.

Third Offense

Any student who is determined to be in violation of the liquor, and/or drug offenses (beyond possession) and/or criminal activity shall receive an emergency exclusion from class attendance and activity participation for a period of five (5) days pending expulsion proceedings. There shall be no reduction option for the third offense.

WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities 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.

Legal Reference: **Neb. Statute 79-263**
 Neb. Statute 28-1204.04
 Improving America's Schools Act of 1994, P.L. 103-382. 18 U.S.C. § 921 (1994).
 McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

Cross Reference: **505 Student Discipline**
 508 Student Health and Well-Being

Academic Achievement / Academic Eligibility

ACADEMIC ELIGIBILITY

For students participating in an activity, grades will be collected on a weekly basis throughout the school year. Any student failing two classes when the report is published is considered to be demonstrating less than acceptable academic performance and will forfeit all public representation of Schuyler Central High School until the student is no longer failing the class on the weekly failing grade report. Grade reports are published at 9: 00 AM on Monday. Part-time students, in addition to meeting the qualifications noted above, must be passing a minimum of two of their classes to retain academic eligibility. Any student who is ineligible due to excessive failing grades will not be permitted to travel with a school team or other organization. Coaches and sponsors may vary from this policy as per their handbook procedures. This policy is the minimum ranking.

SCHS's Guidance Center

The mission of the Schuyler Central High School Guidance Center is to provide a structural comprehensive program that is preventive and proactive in nature and focuses on each student's potential for growth within the context of his or her individual, family, and multi-cultural perspective. The SCHS Guidance Center will be staff with a certified, professional guidance counselor who will assist students, parents, school staff, and outside agencies. Our goal at SCHS, through the Center, is to provide a "one-stop" comprehensive resource to help students develop and acquire study skills, academic abilities, core knowledge, and positive attitudes necessary to plan for their future.

- Process of Guidance Center
 - If a student displays insubordinate behavior (fails to comply to teacher directive, the teacher will call the office and send the student to the office/guidance center.

- Ms. Johnson/Mrs. Beltrand will meet the student in the office and go to the guidance center.
 - The student will immediately process with the staff member on the behavior root causes.
 - Once the student is prepared to enter back into the classroom, the staff member will call the teacher to let him/her know that the student is returning to class.
 - Once the student is back at the classroom, the staff member will step into the class, while the teacher and student have a quick re-entry conference.
- Consequences associated with the Guidance Center
 - 1st Time Document on I.C by the teacher
 - 2nd Time Document on I.C. by the teacher. Student must call home with the teacher present to let parent/guardian know the situation.
 - 3rd Time Document on I.C. by counselor. Meeting set up between the student, teacher, and parent/guardian within 24-hours.
 - 4th Time Saturday School and/or further disciplinary action. Administration will write a letter to the County Attorney.

Achievement Center

The Achievement Center is a new program at SCHS which allows students who are struggling to complete their homework or other types of school work or assessments, to become successful throughout the school year **Purpose**-Failure is not an option for our students. Homework and class work are not optional to our students, it is mandatory to complete. The Achievement Center is a work area where students will concentrate on completing their unfinished work and is organized to provide time to complete work and individualized instruction for those students. Unnecessary electronic devices will not be allowed, because they will be a distraction to the work being completed in the Center. Once the work is completed the students are sent back to class. The Achievement Center is available before school, every hour during school, and after school. There two to three teachers assigned to the Center in order to assist students in completing their tasks. As with Project Success, given proper instruction, adequate time, and a location to study, all students can learn and be successful at SCHS.

ACADEMIC SUPPORT TIME

Friday **Academic Support Time** – Regular school hours are 8:05 a.m. until 3:41 p.m. Monday through Thursday. As an incentive, students who are not failing any classes, based on the most recent academic ineligibility list, may earn the privilege of leaving at 1:30 p.m. on Friday. To support those students who are failing one or more classes, an academic hour has been established from 1:30 to 2:30 p.m. on Fridays. Students who are failing one or more classes are encouraged to stay during this time to receive academic assistance. Students will be notified of their need to stay. Work conflicts are not an acceptable excuse for missing **Academic Support Time**.

ACADEMIC LETTERS

Students demonstrating outstanding academic achievement will be recognized during a program organized by the school. To earn an academic letter, a student must earn A's in each academic course during each grading period of the school year. Seniors will receive their academic letter at academic awards night and underclassmen will receive their academic letter after school starts in the fall at a regularly scheduled Board of Education meeting.

ACCEPTANCE OF COLLEGE CREDIT FOR HIGH SCHOOL CREDIT

A student may take a college level course to supplement their course of study. In order to receive high school credit all college courses need to be approved in advance by the Principal or School Counselor. Dual credit (college and high school) will be allowed for courses that are applicable. Five high school credits will be granted for each three-college credits earned. No student will be granted more than 40 credits from college level courses toward graduation from SCHS.

CLASS RANK

Class rank is determined by a student’s percentage grade converted to a four-point scale after final course grades are calculated.

GRADE LEVEL PROMOTION

Students will be promoted at the end of each school year regardless of credits earned. For students to be on track for graduation in (four) 4 years, students should follow the guide below.

<u>GRADE LEVEL</u>	<u>CREDITS EARNED</u>
9 th Grade	0-59
10 th Grade	60-119
11 th Grade	120-179
12 th Grade	180-255

GRADE REPORTS

Grades are submitted for all students most weeks of the school year. Parents/Guardians may access grade reports on the parent portal of Infinite Campus. Parents/Guardians may request grade reports be mailed to them. Students continuing to have excessive low grades will be referred to a Student Assistance Team (SAT.) Communication between student, teachers, and parent/guardian is important when this situation arises. Mid-Term progress reports that are not given to parents at parent-teacher conferences will be mailed at the mid-point of each session and report cards will be handed out to students at the end of terms one and three and mailed out to the parents/guardians at the end of terms two and four to notify parents of class performance that is commendable, below a student's ability level, or unsatisfactory. A teacher may fail a student without sending a failure notice to the parents in such instances where the student's grade drops so rapidly that there is not time to effectively send one before a grading period ends. Teachers may also report exceptionally good student performance and improvement.

GRADING SYSTEM

Grades are evaluations of what students have learned, and are earned by students, not given by teachers. Grades become a part of permanent records available to institutions of higher learning, potential employers, and military services. Thus, it is important that the grades recorded on transcripts reflect the student's best efforts. Grades are assigned on the basis of the following criteria shown below or alternate criteria based on a student’s IEP or English language status. Schuyler Central High School’s grading scale is as follows:

- “A” – 93-100
- “B” – 85-92
- “C” – 77-84
- “D” – 70-76
- “F” – 69

GRADUATION REQUIREMENTS

Schuyler Central High School students must complete seven (7) semesters of attendance and a stated number of credits to graduate. A maximum of fifteen (15) non-academic credits may be applied toward graduation requirements. Each student must complete the following minimum course requirements to be eligible to participate in Commencement Exercises and graduate from Schuyler Central High School:

<u>SUBJECT AREA</u>	<u>CREDITS REQUIRED</u>
English	40
Computer Literacy	5
Personal Finance	5
Speech / Oral Communications	5
Mathematics	30

Social Studies	30
Science	30
Physical Education/Health	10
Total Required Credits	155
Elective Credits Required for Graduation	100
Total Credits Required for Graduation	255

All graduates of Schuyler Central High School must demonstrate high school reading competency.

Students graduating from Schuyler Central High School are not required to participate in Commencement. A student who has not met the requirements for graduation but who has attended school regularly can, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

HONOR GRADUATES

Students graduating from SCHS with outstanding academic achievement will be recognized in one of three categories based on their cumulative grade point average on 60 credits of academic courses per academic year with a total of 240 credits of academic courses upon graduation:

- Honor Graduates with Highest Distinction: 4.0 cumulative GPA
- Honor Graduates with Distinction 3.850 – 3.99
- Honor Graduates 3.50 – 3.849

GPA scores **WILL NOT** be rounded up to the next highest number.

HONOR ROLL

Students may earn honor roll status when they have taken three-academic courses, which may include college classes (does not have to be dual credit) and School-to-Career classes. Three honor rolls will be published following each grading period to recognize outstanding academic achievement of Schuyler Central High School students.

- “A” honor roll recognizes all who earn all grades of 93 or higher
 - A-average honor roll recognizes all with a 92.5 or higher grade point average and no grade below 80
 - B-average honor roll recognizes all with an 84.5 to 92.49 point average and no grade below 80
- Pass/Fail classes, weights, and lifetimes sports classes are not counted in the honor roll calculations.

Legal Reference: NDE Rule 10.003.05B

Special Education Services

Rule 55 (special education appeal procedures) may contact the Superintendent. SPECIAL EDUCATION SERVICES: Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit: A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified? Teachers or parents make referrals to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation: If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation: Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP): Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services, which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement: The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The IEP team will make determination of a student's educational placement.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child. More Information: Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint.

Technology

INTERNET SAFETY: Network, E-Mail, Internet, and Other Computer Use Rules:

SCHS iPad Use

“We live in an ever changing world, where we have more and faster access to information than ever before. Students now can be both consumers and producers of information. We, at SCHS, will continually strive to be a 21st Century School, taking advantage of the many new technologies and new methods of communication now available to our students. With access to these new technologies, students will have opportunities to learn and create like never before, but with those opportunities do come new responsibilities.

Your School Issued iPad

Schuyler Central High School students will be provided with an iPad for their school use. The iPad is an extremely useful tool that, when properly used, can truly enhance **learning**. Though the iPad can be used for many purposes, you must remember that its main purpose is as a **learning** tool. In order to ensure you get the most out of you iPad, we ask you to read the next few pages carefully and observe the guidelines and policies within.

General Information About Your School iPad

- **Your iPad is YOUR responsibility and nobody else's.** If something happens to your iPad, you will be held accountable. We strongly recommend that you do not loan your iPad to anyone or allow your friends to use it. **You will be held responsible for how your iPad is used**, no matter who is using it.
- **The iPads are school district property** – they belong to the high school. The school therefore has the right to ask you for the return of your iPad at any time or to search through your iPad's files.
- **Keep your iPad in a safe and clean place at home.** Also, keep the iPad in a padded backpack when carrying the iPad.
- Upon receiving the iPad, **the student inherently agrees to not attempt to change hardware settings or non-cosmetic system software settings.**
- **The police and/or county attorney will be involved in the event of theft or excessive damage to the iPad.**
(Many questions can be answered by referring to the SCS District Student Mobile Device Policy)

General Rules

- The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment, or communications of individuals utilizing the network or the end product or result of such utilization.
- Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. iPad users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, would be private. Personal devices on the school network have no reasonable expectation of privacy.
- Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.
- Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users," as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- Users shall not erase, remake, or make unusable anyone else's computer/iPad, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- Users shall not use or try to discover another user's account or password.
- Users shall not use the computers/iPads or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

- Users shall not use the computer/iPads for unlawful purposes, such as illegal copying or installation of unauthorized software.
- Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer/iPad code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- Users shall not tamper with computers/iPads, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer/iPad work areas for the summer without written notification to their respective Local Area Network Manager (LANMAN).
- Etiquette and Rules for Use of Computers and the Network: All users of computers/iPads and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
 - Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action
 - All communications and information accessible via the network should be assumed to be private property of others.
 - Do not place unlawful information on any network system
 - Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - The network administrators or teachers may establish other rules from time to time.
- Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers/iPads and the network are intended to make the computers/iPads and the network more reliable for users. They are also intended to minimize the burden

of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer/iPad and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Schuyler Central High School and/or ESU 7 board policy, and including applicable law enforcement agencies when necessary.

- Student and Parent Agreements: Students and parents may be required to sign a computer/iPad and network use agreement as a condition of the student being permitted to use such equipment.
- Risks of MySpace, Facebook, and other Social Networking: MySpace, Facebook, and other social networking sites are blocked and not allowed on the Schuyler Community School's network. The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites at home.

These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general: Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).

Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school. People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult. Harassment, hate speech, and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities. Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see! Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

(g) Technology Protection Measure

Schuyler Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Schuyler Community Schools.

- (i) The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools.
- (ii) The technology coordinator or designee may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

(h) Policy Challenge Procedure

An individual who has been granted access to the Internet by Schuyler Community Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

- (i) Internet site review requests should be directed to the Schuyler Community Schools Technology Committee in writing for consideration.
- (ii) The Technology Committee will review the site within seven (7) working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
- (ii) Schuyler Community School's technology committee will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Schuyler Community Schools any challenges to the severity of the applied discipline.
- (iv) Challenges to the application or enforcement of Schuyler Community School's Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Schuyler Community Schools established grievance policies or at the Schuyler Community Schools administrator and/or board level for challenges presented in writing.

SCHUYLER COMMUNITY SCHOOLS DISTRICT STUDENT MOBILE DEVICE POLICY

This policy can be found at the end of the Student Handbook. It can also be accessed in both English and Spanish on the SCS Technology website (<http://schuylercommunityschools.org/page/2627>). The policies, procedures, and information within this document apply to all Mobile Devices used at Schuyler Community School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Health Information

NURSE

The services of a School Nurse are available to students who become ill or injured during the school day. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal. Students wishing to see the nurse should get a pass from the classroom teacher to go to the nurse's office. The nurse will make the determination if a student should be sent home or a parent/guardian should be contacted. All medication to be taken by students during the school day, including aspirin, is to be checked into the nurse's office before school. This protects students from taking medicine at the wrong time and from over medication.

In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. **All prescribed medication requires a physician's authorization to be given at school.** The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

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

Immunizations

Students must show proof of immunization upon enrollment. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Non-immunized students may be excluded from school in the event of a disease outbreak. Summary of the School Immunization Rules and Regulations for the **2014-2015** school year:

Student Age Group Required Vaccines

Transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)
3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,

3 doses of Polio vaccine,
 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, 1 dose of varicella (chickenpox) or MMRV if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella (no MMRV), separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2008-2009 school year this includes students in grades kindergarten, 1st, 2nd, 3rd, 7th, 8th, 9th, 10th, and 11th plus all out of state transfer students).

All students not listed above

(Grades 8 through 12)

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th 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,

For the 2008-2009 school year, varicella is required for kindergartners, 1st, 2nd, 3rd, 7th, 8th, 9th, 10th, and 11th plus all out of state transfer students. Please include emergency daytime phone numbers on your child's annual student update form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

School Health Screening

Children in ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks as will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Policy Information

MULTICULTURAL POLICY

NON-DISCRIMINATION POLICY

Nontraditional/Equity Programs Specialist, Career, and Technical Education,
Nebraska Department of Education, P.O. Box 94987, Lincoln, NE 68509-4987,
Phone # 402-471-4823, FAX 402-471-4565, email rhastg@nde.state.ne.us

Emergency Plans and Drills

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. At least 10 fire drills shall be conducted each year, including at least 2 drills during the first two weeks of the school term. At least 2 tornado drills shall be conducted.

Legal Reference: Neb. Statute 79-609, 79-705 and 706
Neb. Fire Safety Code section 31-3

Cross Reference: 801.04 Bus Safety Program
905 Safety Program

SCHUYLER COMMUNITY SCHOOLS DRUG TESTING POLICY

Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner

Eligibility for Random Testing

Students who participate in school sponsored competitive extracurricular activities, as defined in the student handbook at the middle school and high school (Grades 7-12) levels are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school sponsored competitive extracurricular and co-curricular activities. Parents/guardians may volunteer their child for participation in the testing program even if they do not participate in a school sponsored competitive extracurricular activity.

Testing Procedure.

a Random Testing.

The Superintendent or designee will ensure the testing of eligible students occurs on a scheduled basis through confidential and random testing schedule.

b. Collection

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody. It is intended that the procedures be modeled on those applicable to the testing of DOT covered employees, though methods other than testing of urine samples may be used. The tests are to be designed to detect only the use of illegal drugs, not medical conditions or the presence of authorized prescription medications.

C. Confidentiality

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive drug test;
- Refusal to participate in testing when selected; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student or the student's parents or guardians should contact the building principal or designee within 48 hours of notification of a positive test result.
- If there is no self-reporting within 48 hours by the student and/or their parents or guardian, the building principal or designee will call and set up a meeting to discuss the positive test result, with the objective of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular or co-curricular activities will be restricted as follows:
 - Positive results from a student tested based on probable cause or reasonable suspicion will receive consequences based on student code of conduct as stated in the Schuyler Community Schools student handbook.
 - The parents or guardians are responsible for the costs of any rehabilitation program, which includes the substance abuse counseling and follow-up.
 - Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal and Due Process Procedures7. Process

The Superintendent or the Superintendent's designee is directed to develop specific testing procedures consistent with this policy.

Drug Testing ProceduresStudent Eligibility for Random Testing

Students who participate in school sponsored competitive extracurricular and co-curricular activities, as defined by the student handbook, at the middle and high school (Grades 7-12) levels are eligible for random testing. School sponsored extracurricular and co-curricular competitive activities, as defined by the student handbook, are activities which are sponsored or approved by the Board,

but are not required for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation.

To participate in a school sponsored competitive extracurricular or co-curricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

Consent to Test

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Schuyler Community Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Schuyler Community Schools to conduct a drug test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel. I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District. I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

_____ I am volunteering my son/daughter to be placed in the testing pool.

Activity

I will submit this form to the Activities Administrator. My name will be withdrawn from the testing pool on the date this is received by the Activities Administrator.

Completing this form will pertain to all school sponsored extracurricular activities. I understand that, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Activities Administrator

_____ Date of Receipt

1Schuyler Community Schools - Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608

Title 92, Nebraska Administrative Code, Chapter 91

Algebra I in Grade 8 for high school credit

The goal of offering Algebra I in grade 8 is to maintain the advantage of enrichment in mathematics for as many students as can benefit from it. This involves higher expectations for high ability students. These students are expected to achieve more with faster academic pacing. All qualified students should have access to regular Algebra I in grade 8. However, since Algebra I is the basis for all further study in mathematics, it is important that students have the best possible experience in this course. Therefore, students must be carefully selected. Students who need enrichment beyond this course will continue to be served by the district teachers for middle school mathematics. The high school math program will provide the opportunity for students to reach the Calculus course as seniors without taking Algebra I in high school. However, this may require students to take a dual credit math course prior to the senior year.

Guidelines for Offering Algebra I in Grade 8

Students must be carefully selected for Algebra I so that they have a high probability of success. They must meet all of the following criteria.

- A. Demonstrate mastery of key competencies identified for Math at the HS level.
- B. Demonstrate readiness for Algebra I and mastery of essential arithmetic skills by achieving the following scores:
 1. Minimum score of 75th on the Math section of the MAP assessment, and/or
 2. Score at the 70% (raw score) or higher on the NE State Math Assessment

- C. Verification by the middle school that all of the following additional criteria are met:
1. Reading Comprehension: at least one year above grade level; Benchmark data.
 2. Suggested minimum GPA of 3.0 (on 4.0 scale) in math classes;
 3. Recommended for Algebra I in grade 8 by the SMS Math team , based on: Grade of A or B in Grade 7 Math;
 4. Maturity and study habits adequate for work load required by Algebra I

Process for Granting Credit for Algebra I Taken in Grade 8

High school credit may be given for Algebra I taken in grade 8. The Algebra I class must follow the high school's exact curriculum for Algebra I in order to receive high school credit. The grade will be assigned by the middle school teacher and will be included in the calculation of the student's high school GPA.

Physical Science in Grade 8 for high school credit

Schuyler eighth grade students have the opportunity to earn high school credits that will count towards high school graduation. Eighth grade students enrolled in Physical Science can earn credit for successfully completing the high school course and then have it posted on their high school transcript. The goal of offering Physical Science in grade 8 is to maintain the advantage of enrichment in Science for as many students as can benefit from it. This involves higher expectations for high ability students. These students are expected to achieve more with faster academic pacing.

All qualified students should have access to regular Physical Science in grade 8. However, since Physical Science is the first science class in high school, it is important that students have the best possible experience in this course. Therefore, students must be carefully selected. Students who need enrichment beyond this course will continue to be served by the district teachers for middle school science. The high school science program will provide the opportunity for students to reach the Physics course as seniors without taking Physical Science in high school. However, this may require students to take a dual credit science course prior to the senior year.

Guidelines for Offering Physical Science in Grade 8

Students must be carefully selected for Physical Science so that they have a high probability of success. They must meet all of the following criteria.

- A. Demonstrate mastery of key competencies identified for Science at the high school level.
- B. Demonstrate readiness for Science and mastery of essential science skills by achieving the following scores:
 1. Minimum score of 80th percentile on the Science section of the MAP assessments.
- C. Verification by the middle school that all of the following additional criteria are met:
 1. Reading Comprehension: at least one year above grade level;
 2. Suggested minimum GPA of 3.0 (on 4.0 scale) in math classes;
 3. Recommended for Physical Science in grade 8 by the SMS Science team based on: Grade of A or B in Grade 7 Math;
 4. Maturity and study habits adequate for work load required by Physical Science.

Process for Granting Credit for Physical Science Taken in Grade 8

High school credit may be given for Physical Science taken in grade 8. The Physical Science class must follow the high school's exact curriculum for Physical Science in order to receive high school credit. The grade will be assigned by the middle school teacher and will be included in the calculation of the student's high school GPA.

PARENTAL INVOLVEMENT IN THE SCHOOLS

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 administrator. This policy is adopted following a public hearing to receive public comments and suggestions. Upon request by parents or guardians, the school will provide information regarding the professional qualifications of their child's teacher(s).

Legal Reference: Neb. Statute 79-530 to 533

No Child Left Behind, Title I, Sec. 1118, P.L. 107-110
Cross Reference: 507.01 Student Records Access
606.03 Objection to Instructional Materials
611.01 Student Progress Reports
1005.01 Public Complaints

PARENT/STUDENT/TITLE 1 COMPACT

Parent/Caring Adult

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Provide place, time, materials, and assistance for homework.
- Show respect and support for child, teacher, and school.
- Instill a positive attitude toward education.
- Model like-long learning.
- Open lines of communication between parent/school/student.

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following

- Show respect and pride for self, school, and others.
- Attend school regularly.
- Believe I can and will learn.
- Accept responsibility for own behavior

Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- Open lines of communication between teacher/student/parent.
- Provide safe and stimulation environment conducive to learning.
- Communicate expectations clearly.
- Believe each student can learn.
- Help each student reach full potential.

Title 1 Parent Involvement Policy

P.L. 103-382 affirms the principle that parental involvement is a vital part of the Title 1 program. At the district level, it is the policy of Schuyler Community Schools that parents of all participating children in Title 1 schools have the opportunity to be involved in the joint development of the district plan and the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contribution.

It is the policy of Schuyler Community Schools that:

- This jointly developed; written Title 1 policy is distributed to all parents. This policy will be included in the parent handbook.
- An annual meeting is held for all parents. An annual meeting will be held each year. Notification will be given in a letter mailed to parents.
- Parents are given assistance in understanding the requirements of Title 1 Law, National Educational Goals, content standards, performance standards, and assessments. Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, The State Parent Involvement Conference, and in school publications.
- Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results. Individual reports will be given to parents at parent-teacher conferences.
- Parents receive timely responses to all parent recommendations. All information is sent to parents to participate in Title 1 activities. Responses can be either verbal or written. An interpreter or translator will be used when necessary.
- A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high standards. All partners and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.
- The Title 1 program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's activities as requested by parents. The Title 1 staff can attend training sessions. Parents and staff may attend the Parent Involvement Conference each year. Opportunities for further training will appear in local publications.
- The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. Schuyler Community Schools provides shared training opportunities, transitional meetings, and publications.
- An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies. Surveys will be given to the parents. The results will be used for the distribution of reports/summaries and for action plans for improvement.

HOMELESS STUDENTS POLICY

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator

The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation

will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school or origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Schuyler Community Schools based on it being the school of origin, the new school and Schuyler Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

STUDENT PRIVACY PROTECTION POLICY

It is the policy of Schuyler 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:

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.

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 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 (5) 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 parental 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: a student or parent's first and last name, home address, telephone number, and 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.

Parental 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 (5) 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 provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to 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 will 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 non-emergency, 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 parental 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;
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).

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5001

ANTI-DISCRIMINATION AND HARASSMENT POLICY

Elimination of Discrimination. The Schuyler Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students - Purpose: Schuyler Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is prohibited. In addition, the Schuyler Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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 work place, classroom, or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term, and condition of employment or of participation and enjoyment of the school's programs and activities.

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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.

Complaint and Grievance Procedures: Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom 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. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Schuyler Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher, or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action,

up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted against an employee or student for alleging in good faith a violation of this policy.

Student Participation in Athletic Contests Between Schools:

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

TOBACCO-FREE ENVIRONMENT

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products.

Legal Reference: **Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).**

SUICIDE AWARENESS

The board wishes to ensure that appropriate staff training for suicide awareness and prevention as required by state statutes is conducted on an annual basis.

Legal Reference: **2014 LB 923**

HARASSMENT AND BULLYING POLICY-504.18

One of the missions of Schuyler Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff.

DATING VIOLENCE PREVENTION

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

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

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

STUDENT FEES POLICY

The Board of Education of Schuyler Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

- (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
- (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(2) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(3) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

- (4) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “post secondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- (5) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- (6) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
- (7) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (8) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
- (9) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
- (10) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
- (11) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.
- (12) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 16th day of June, 2014, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2013-14 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

**Appendix“1” to 2013-14 Student Fees Policy of Schuyler Community Schools—
Additional Specification of Required Materials and Fees**

- Secondary Program
- General Description of Fee or Material
- * \$ Amount of Fee (Anticipated or Maximum) or Specific Material Required \$.90
- Physical Education classes
- Appropriate clothing
- As determined by instructor
- Shop classes and special projects
- Appropriate clothing
- Protective clothing and eye protection for shop classes

Music

Musical instruments, supplies, and fees

Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.

Classroom Supplies

General supplies, such as writing instruments (pens, pencils, markers, notebooks, etc.

None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items for class as recommended by the teachers.

Advanced math or science classes

Specialized calculators

When specialized calculators are provided and student damages or losses the calculator a replacement cost will be assessed.

Copies

Use of school copiers (except for one copy of the student file, which will be provided without charge)

Ten cents (.10) per page when charges apply.

School Meals

Breakfast--\$1.65

Grab and Go--\$1.65

Lunch-- \$2.60

Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Post-secondary education classes

Tuition and fees for college courses taken for credit.

None--Any postsecondary education costs are to be paid directly by students to the college.

College entrance tests and preparation

Prep programs & tests

Costs of college entrance tests or prep courses, such as ACT Test Prep Course \$100, PSAT test fee paid to district (district pays PSAT), and ACT test, to be paid directly to the private company involved.

Summer school courses

Classes offered during the summer, or at night, if any

Locker usage

Students are assigned a locker.

Students will be assessed a fee if locker is damaged.

Extracurricular and other programs

General Description of Fee or Material

\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required

Athletic Programs

Admission

Spectator fees for admission to events

\$5.00 per event maximum. Students may purchase an Activity Pass, price is yet to be determined. For District and Conference events hosted by the School, cost to be set by NSAA.

Athletic Physicals

NSAA required athletic physicals

Cost varies; payable directly to student's physician or clinic.

Equipment and attire

Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.

Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:

Activity

Basketball - No additional

Cross County - No additional

Football – Mouthpiece

Golf - Golf bag & clubs

Soccer - Soccer shin guards

Softball - Softball glove

Speech/Etc. - Dress attire; copies of research

Track - No additional

Volleyball - Volleyball knee pads

Wrestling - Wrestling shoes

Cheerleading and Dance Team Squads - Shoes, approved uniforms (top & skirt; jacket, etc), poms and other accessories

Travel meals

Students are responsible for their own meals while traveling.

Camps and clinics

Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.

Marching Band and Musical Groups

Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories for their own uniforms. The school will supply uniforms for the marching band and choir robes; students required to have uniforms and robes cleaned.

Clubs/Organizations

Future Farmers of America (FFA) - State & national dues, meals and activities, Annual dues not to exceed \$14.00 per club.

Future Career/Community Leaders (FCCLA) - State & national dues, meals and activities, Annual dues not to exceed \$15.00 per club.

National Honor Society - State & national dues, meals and activities, No annual dues

Science and Math Club - State & national dues, meals and activities, Annual dues not to exceed \$2.00 per club.

Student Council - State & national dues, meals and activities, Annual dues not to exceed \$5.00 per club and partial registration fees.

Social & Recognition Activities

School plays, musicals, and social activities

Admission to events

To be announced

School dances

Admission to prom, homecoming, etc.

To be announced

Class dues

Each of the four secondary classes may assess its members an amount annually for rental, fee for band or DJ, yearbook, and decoration of dance facilities. Students who do not pay may be denied admission to extracurricular activities supported by the class dues.

Senior recognition assessment

Optional graduation activities. Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the purchase of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture.

Trips

Transportation, lodging, meals, admission to events, etc. Students are responsible for costs of school-sponsored trips where the trip is an extracurricular activity. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

STUDENT RECORDS

State laws govern the accumulation, maintenance, and disposal of student records. Schuyler Community Schools maintains records for each student enrolled at the school. The records are available to the individual students and their parents. If a student transfers to another school, the student's records are forwarded to the receiving school upon request.

Educational Records: The Family Educational Right to Privacy Act also provides that a school may disclose educational records, including disciplinary records, without parental consent, to a school in which the student seeks or intends to enroll.

All other persons are required to have permission from a parent or eligible student before access to the student record is permitted. A student 18 years of age or over is eligible to give consent for the release of records. Professional staff members of SCS are permitted to see student records without consent when working to improve a student's educational performance.

The following information is included in student records: Grades, standardized test scores, interest test reports, and registration materials. Such items as teacher comments, personal evaluation, and disciplinary actions are not a part of the permanent record.

After three continuous years of non-attendance, the school destroys all records regarding disciplinary action and will retain only the academic record, personal information, and health record.

State laws further require the school to inform the student and parents of their right to challenge any items of information placed in the student record. Within one calendar year from the date that such material is placed on a student's record, the student, parents, or guardians shall have the opportunity for a hearing to challenge the content of the student's record.

Procedures and Regulations Subject to Change

The information contained in this handbook is current and in effect at the time of printing. The procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted. If there is a conflict between the student handbook and board policy, board policy will take precedence. Date of Adoption: [June, 2018]

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - 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

Consent and Release Form

The purpose of this parent/guardian form is to obtain permission for your student to appear in photographs or videos that are created by SCHS students as part of their classes to learn new skills and build their portfolios. Photographs and video images of students will be taken solely for the purpose of school projects and extra-curriculars. The final products may be shared in YouTube, Twitter, Instagram, Facebook, other social media, the SCS App, and other educational product housing sites.

You are also granting permission for the sharing of outstanding student products that your student may create on YouTube, Twitter, Instagram, Facebook, other social media, the SCS App, and other educational product housing sites.

Student's Name: _____

Signature of Student: _____

Parent/Guardian's Name: _____

Signature of Parent/Guardian _____

Date: _____

