

# **SCHUYLER MIDDLE SCHOOL**

## **2018-2019**



### **Student-Parent Handbook**

**Schuyler Middle School**  
(Sixth through Eighth grade)  
200 W 10<sup>th</sup> Street, Schuyler, NE 68661  
402-352-5514

**School Hours**

Schuyler Middle School

Grades 6-8

8:05 a.m.—3:35 p.m.

**Administration**

Michelle Burton -Principal  
Jesse Zavadil—Assistant Principal/Activities Director

**“Hurt people hurt. Healed people heal.”**

**-Mr. Fabian Ramirez**

We hope that our students and their parents will have a most productive and pleasant school experience. A close working relationship between the home and the school can do much to develop proper attitudes that will insure each child’s happiness and success in school.

**Mission Statement:**

STRIVE • COMMIT • SUCCEED

**Vision Statement:**

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

**Visitors**

All visitors need to check in with the office immediately after entering the building. Parents are extended an open invitation to visit their school at any time. Only the north door at SMS will be open during school hours. Calling ahead of time to confirm a visit is preferred. A short visit is highly recommended, as opposed to spending a full day. This allows the parents to see their child in their natural setting without putting unneeded pressure on their own child, other students,

or the teacher. In the event an emergency arises and you must confer with a teacher and are unable to make an appointment, please wait until the teacher is on a break or students have been dismissed so as not to disrupt the classroom.

**(Refer to Board Policy 1005.03)**

### **Change of Address or Phone Numbers**

Parents are requested to notify the school secretarial staff whenever there is an address, a home telephone or a work telephone number change. This information is vital for the safety and well being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness.

### **Withdrawals**

Students moving from this school district are to report to each of their teachers before checking out. Parents should give the school advance notice, when possible, when they are about to transfer. The parent/guardian will need to stop in the office and sign a release form so records can be transferred. Students are to return all school district property and pay all bills before leaving. After all obligations have been met, records will be sent upon request.

### **Telephones**

Because the school phone is a business telephone, we ask that telephone calls by or to any student be limited to emergencies and special situations ONLY. Parents need to make arrangements with their children prior to the start of the day regarding transportation, meeting places, etc. Interrupting a class so a student can take a phone call is not only disruptive to the student, but to the entire class. Students are to ask permission from their teacher or the office before using a school phone. Outgoing calls will be made only from designated telephones. Students are also mandated to have all personal cellular devices turned off and not in use during the school day. The school is not responsible for missing, lost, stolen, or damaged personal electronic devices. Students may choose to store their cellular devices in the office for safekeeping, or they must be in their locker. If phones are on the student, discipline action may occur.

### **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.

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

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

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

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

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

(In each of the following six items, the board must describe in policy how it will accomplish the goal described.)

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;
2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' capacity for strong parental involvement;
4. The board will coordinate and integrate parental strategies under Title I with other programs such as Head Start, Reading First, etc.
5. The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. The board will involve parents in Title I activities.

The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

## **Reporting to Parents**

### **Campus Messenger**

Schuyler Community Schools will be using the **SCS Mobile App** to deliver several notifications by phone and/or email to parents/guardians and staff regarding different matters depending on your students grade level and also district wide.

The **SCS Mobile App** message system will allow information to be sent concerning 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 **free service for all patrons needs to be subscribed to.**

### **Achievement Tests**

Throughout the school year, the school administers norm reference tests and state assessments to students in grades 6-8. State Assessments are given in language arts, math, and science. The purpose of this testing has several reasons:

1. To be in compliance with state guidelines.
2. To help make placement decisions about students.
3. To provide for continuity in the educational experience.
4. To interpret the effectiveness of the school's educational program against state and national norms.

### **Parent/Teacher Conferences**

Parent/Teacher conferences for all grades will be held at the conclusion of the 1<sup>st</sup> and 3<sup>rd</sup> academic quarters. Conferences are an opportunity for parents and teachers to both share positive things they see in each child and build on those concepts as a way of helping the child. Conferences will give us the opportunity to discuss your child's progress and accomplishments, as well as address any concerns.

### **Report Cards**

Assessing and reporting student progress serves as a means of establishing communication among the school, the student, and the home in the interest of providing feedback and guidance to maximize personal growth and development. Report cards are issued to each student on a quarterly basis. Report cards are given to parents (6<sup>th</sup> – 8<sup>th</sup>) during conferences. Parents who do not attend parent-teacher conferences, those students will have their report cards mailed to them. Final report cards will be mailed after all student fines and fees are addressed.

### **Deficiency Reports**

All parents have the opportunity to monitor student progress on Infinite Campus. All students are also provided access to this program, which allows all stakeholders the opportunity to monitor student progress.

Reports of failing grades of any student will be collected on a weekly basis throughout the school year. Any student failing two or more classes during one week will be considered to be on a "warning week," and must improve one or both of the failing grades to passing status by the Friday of that week or he/she will be declared academically ineligible to publicly represent SMS as a member of a team, organization, or activity for a period of one week (the consecutive Monday through Sunday). Continued failure of the same class(es) may result in the assignment of additional study time with teachers before or immediately after school, as well as during lunch.

If a second semester course is failed, summer school is strongly encouraged.

## **Grading System**

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and Below

Sixth through Eighth grade will use percentage grading.

## **Academic Intervention**

Friday Academic Intervention-Regular school hours are 8:05 a.m. until 3:37 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 2:15 p.m. on Fridays. Students who are failing one or more classes may be assigned to stay during this time to receive academic assistance. Students will be notified of their need to stay, and they will be responsible for contacting their parents or guardians. Work conflicts are not an acceptable excuse for missing Academic Intervention. Parents must personally come in to the office to sign out their student before 2:15 p.m., should their child be assigned Academic Intervention.

A student who fails to attend an assigned Friday Intervention Time will result in a teacher documented referral in IC and the teacher contacting parents. One day of lunch detention will also be assigned.

Failure to attend a second time will result in a teacher documented referral in IC and a teacher arranged student/teacher/parent conference. Two days of lunch detention will be assigned.

A third failure to attend will result in a teacher documented referral in IC, a teacher phone call, **and/or other disciplinary action to be determined by the administration.**

## **Middle School Curriculum**

### **Sixth Grade:**

**Two Semesters:** Math, Language Arts, Science, Social Studies, Physical Education, Band, and Vocal

**Quarter Electives:** Family and Consumer Sciences, Computer Literacy, Industrial Technology, and Art

### **Seventh Grade:**

**Two Semesters:** Math, Language Arts, Science, Social Studies, Vocal, Yearbook, Physical Education, and Band

**One Semester:** Coding I, Broadcasting, and Computer Literacy

**Quarter Electives:** Art, Family & Consumer Science, Financial Literacy, and Industrial Technology

## **Eighth Grade:**

**Two Semesters:** Math, Algebra, Language Arts, Physical Science, American History, Yearbook, Physical Education, Vocal, Spanish for Native Speakers, and Band

**One Semester:** Broadcasting I and II, Coding I and II, and Advanced Art

**Quarter Electives:** Art, Family & Consumer Science, Industrial Technology, and Personal Finance.

## **High School Credit Courses**

*\*High School Credit may be awarded to students in the middle school course, if the course content and requirements are equivalent to a course offered in the high school. (refer to school policy 605.06)*

### **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 most of the following criteria.

1. Demonstrate mastery of key competencies identified for Math at the HS level.
1. Demonstrate readiness for Algebra I and mastery of essential arithmetic skills by achieving the following scores:
  1. Minimum score of 70 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
1. Verification by the middle school that most of the following additional criteria are met:
  1. Reading Comprehension: at least one year above grade level; Benchmark data.
  2. Recommended for Algebra I in grade 8 by the SMS Math team, based on: Grade of A or B in Grade 7 Math;
  3. 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.

1. Demonstrate mastery of key competencies identified for Science at the high school level.
1. Demonstrate readiness for Science and mastery of essential science skills by achieving the following scores:
  1. Minimum score of 75<sup>th</sup> percentile on the Science section of the MAP assessments.
1. Verification by the middle school that most of the following additional criteria are met:
  1. Reading Comprehension: at least one year above grade level;
  2. Recommended for Physical Science in grade 8 by the SMS Science team based on: Grade of A or B in Grade 7 Math and Science;
  3. Maturity and study habits adequate for workload required by Physical Science.

### **Process for Granting Credit for Algebra I 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.

### **Spanish for Native Speakers for High School Credit**

Eligibility for the course will be determined as done at SCHS.

### **Process for Granting Credit for Spanish for Native Speakers in Grade 8**

High school credit may be given for Spanish for Native Speakers taken in grade 8. The class must follow the high school's exact curriculum for Spanish for Native Speakers 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.

## **Homework Zone**

Homework is an investment in a student's education. It not only provides teachers with necessary feedback, but also provide the students with the opportunity to demonstrate the skills and knowledge they have acquired. Homework is an essential part of the learning process. The purpose of the Homework Zone is to provide students with a safe place to complete homework while increasing student success through higher achievement and by reducing missing student work. Homework Zone will not give the students a free pass with no consequences, but rather a positive place where students can ask questions, get extra help and complete missing assignments. The completion of assignments will be monitored daily and students with missing work will be assigned to Homework Zone for that day. Homework Zone will be every day after school from 3:40 – 4:00 p.m. Each incomplete assignment would be written up for the

Homework Zone with an immediate consequence of staying after school. During the “Zone Time”, a student will work on missing assignments for that school day. If a student skips their assigned Homework Zone time, the student will be assigned a lunch detention for the following day. Consequences for skipping may include, but not limited to lunch detention, before or after school detention, Saturday School, and community or school service time.

Once the assignment is completed satisfactorily, and the work is turned in to the supervising teacher, the student will be dismissed. It is the responsibility of the student to contact their parent or guardian if they are assigned to Homework Zone. The assigning teacher will report any Homework Zone sessions skipped by a student using Infinite Campus.

### **Honor Roll**

Gold Honor Roll-average of all academic subjects is at 4.0. Silver Honor Roll-average of all academic subjects is a 3.5-3.99. Bronze Honor Roll-average of all academic subjects is 3.0-3.49.

### **Incentive Day**

Each student at Schuyler Middle School will have the opportunity to participate in an Incentive Day the first through third quarters of the school year. In order to receive incentive day a student must maintain a **85%** in all classes with no quarter failures, have no Guidance Center or Office Referrals, no Homework Zone or Academic Intervention Skips, and no unexcused absences or excessive absences, (5 or more days). The final incentive does have additional criteria in order to participate; fines and overdue books will result in a loss of incentive day if they are not turned in by a designated deadline. The administration will make the final determination.

### **Absences, Tardiness, and Truancy**

#### **I. Attendance Procedures**

##### **Attendance Policy and Excessive Absenteeism**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

#### **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. All absences, except for illness and/or death in the family, require advance approval.
  - 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:

- (1) 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, or suspension.
- (2) 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:

- (1) 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. This includes, but is not limited to, illness, vacations, and medical appointments.
- (2) Other absences are those in which the parent has not communicated a reason for the student's absence. All students that have an unexcused absence will be assigned recurring lunch detentions until the office receives contact from a parent/guardian regarding the absence. Parent meetings will also be requested by the school.

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.

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.

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.

Early Withdrawal for Students Enrolled in Accredited or Approved 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.

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.

4. 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."
5. 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 attendance 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.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209

**Excused Absences**

Students should be aware of the fact that an excuse from home does not necessarily mean that the school will accept that excuse. The school retains the right to make final determination on the status of any absence.

**Absences-School Activity**

If a student is absent from school because of a school activity (band trip, athletic event, field trip, etc.), the student does not need a parent note to be readmitted to school. The student is responsible to each individual teacher to make up all work that is missed. Every effort should be made to complete all make-up work prior to an absence due to a school activity. Absences for school activities do not count toward a student's absence record as part of the attendance policy. All homework is due when the students return to class the day following their school activity.

## **Appointments During School Hours**

When possible, all appointments, such as dental, doctor or orthodontist should be made after school hours. In general, doctor's appointments do not take the entire day, and the student is expected to be in school for the rest of the day. If an appointment occurs during school hours, students should bring a statement from the professional's office verifying the appointment.

## **Staying After School**

Students may be asked to remain after school to meet with a teacher and/or principal for disciplinary or academic irresponsibility. In the event that a student would need to remain longer than 4:00 p.m., students will be given an opportunity to contact their parent/guardian.

## **II. Tardiness**

### **Tardy to School**

Sixth through Eighth grade students should report directly to the office for an admit slip when they are tardy. Consequences based on tardiness will accumulate only for a semester at a time.

First Tardy	Verbal Warning From Administration and Lunch Detention
Second Tardy	Conference With Administration and Lunch Detention
Third Tardy	Call to Parents and Lunch Detention
Fourth Tardy	Meeting with Parents and Lunch Detention
Fifth Tardy	One Week of Lunch Detention

If further tardiness issues persist, disciplinary action can be taken by administration.

### **Tardy to Classes (2<sup>nd</sup> through 8<sup>th</sup> hour) (Per Class)**

The student is responsible for getting to his or her next class on time. The student is responsible for obtaining a pass from the teacher that was responsible for keeping the student from getting to class on time.

First Tardy	Verbal Warning From Teacher
Second Tardy	Conference With Teacher and Infinite Campus Referral
Third Tardy	Teacher Call to Parent/Infinite Campus Referral/Lunch Detention
Fourth Tardy	Teacher Call and Parent/Teacher/Student Conference/Infinite Campus/Lunch Detention
Fifth Tardy	Teacher Call to Parent/Lunch Detention for One Week

## Arrival and Dismissal

### Arrival

Students should not arrive at school before **7:45 a.m.**, unless school personnel have requested them to arrive before that time. The school cannot assume responsibility for children who arrive earlier. Students will be let into the building at **7:30 a.m.**, unless they have a pass/note from a teacher or parent or in case of inclement weather. The warning bell will ring at **7:57 a.m.** The class bell will ring at **8:05 a.m.** to start the day.

When students enter school property, they are to go directly to their designated areas in the gym, cafeteria, or 6<sup>th</sup> grade hallway. They may not short cut through the building to get to their designated areas. Seventh and eighth grade students will be dropped off at the 9th Street entrance. All seventh and eighth grade students will report to the SCS Field House commons area or lunch room at 7:45 a.m. Sixth graders will be dropped off at the 10th Street entrance and will report to the sixth grade hallway at 7:45 a.m. Cellular devices are to be turned off upon entering the building.



### Cold Day or Rainy Day Procedures:

The supervisor on duty will inform the students if they are to come inside. On days that the students come inside, they shall be seated in the following locations

- |          |   |
|----------|---|
| Sixth:   | Enter using north door<br>Sixth graders will sit by their lockers       |
| Seventh: | Enter using south door<br>Students will sit in the Field House Commons. |
| Eighth:  | Enter using the south door<br>Students will sit in the SMS Cafeteria.   |

### Dismissal

School dismisses at 3:35 p.m. All students must leave school property by 3:45 p.m. each day. The school cannot assume responsibility for children who remain on school grounds after dismissal. If students are in the building after 3:45 p.m., they must be under the direct supervision of a teacher/coach.

Students are **NOT** to be out of their designated areas once they leave the building, but are still on school property. Parents should make an effort to drop off and pick up their children relative to where their children enter/leave the building each day.

## **Discipline Code--Student Rights, Conduct, Rules and Regulations**

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

The common goal of students, parents, faculty and administration of Schuyler Middle School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Schuyler Middle School will continue to review and revise the ten point plan.

### **Classroom Referral**

If a student receives a classroom referral from a teacher, they will receive appropriate disciplinary sanctions from the teacher giving the referral. The teacher may contact parents as he/she deems necessary.

### **Office Referral**

If a student receives an Office Referral, they will be sent to the principal or assistant principal. Depending on the severity of the infraction, students may receive further disciplinary action after conferencing with the principal or assistant principal.

The administration will contact parents or guardians and may ask to set up a meeting between administration, the guidance counselor, classroom teachers, students, and their families.

### **Administrative Prerogatives**

1. Any illegal activities will warrant police involvement.
2. The Principal or administrative designee has the final authority to set level and consequence for specific violations.
3. The disciplinary section of the handbook is NOT an all-inclusive list of behaviors.

Handbook compliance in regard to discipline will adhere to Board Policy 503.03

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall receive the office referral and make a reasonable investigation of the facts and circumstances.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the reason for the office referral.
3. The Principal 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.

#### 4. Schuyler Middle School Saturday School

Students of Schuyler Middle School (SMS) are provided the opportunity to address student behavior in class through our Saturday School Program. This three-hour program will be held at the SMS school site. Teachers model and instruct alternatives to inappropriate behavior and work with students who, due to behavior and inattention, require individualized instruction. During a Saturday School session, students are provided the opportunity to go through a character education program and to review policies and procedures for the school district. During this time in Saturday School, students will be allowed time to write on their reading passages connected with the pillars of character education that have been selected.

##### A Long-Term Suspension is:

When a student is excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

##### An Expulsion:

Shall mean 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. 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.
- A. Special Education Students (Supplemental Procedures):

In cases where a special education student may be suspended for a long-term period or expelled, a staffing team should determine whether the student’s behavior is caused by the student’s disability and whether the conduct is a result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student’s conduct is not caused by the disability, the student may be expelled or suspend for a long-term

period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

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

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
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 (midriffs, spaghetti straps, sagging pants, pajamas, tight leggings, low-cut shirts, etc.) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts 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.
  - h. Visible body piercing (other than ears).

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. Body Piercing Jewelry and Tattoos Policy:

The Board of Education has determined that it is inappropriate for students, employees, and others associated with the school to wear body-piercing jewelry and spacers at school, other than jewelry for pierced ears. Based on information provided by the administration, faculty and medical sources, the Board makes the following findings: the presence of body piercing jewelry is distracting to students and disruptive to the educational environment; the practice of body piercing poses a health risk and a continuing danger to students; students are susceptible to the influence of peers and role models; and it is appropriate for the school to discourage the practice because some students engage in self piercing, thus increasing the danger of injury and infection.

Students shall not be permitted to wear body-piercing jewelry while at school or while participating in a school function. This prohibition applies to all parts of the body other than the ear. A student who is observed wearing prohibited jewelry at school shall be required to remove it. If the student refuses to comply with the directive, or violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriated by the school administration in light of the particular situation. Consequences may included, but are not limited to, detention, in-school suspension, out-of suspension and expulsion.

Piercing of the ears by both males and females has become a generally accepted practice in society, and a practice which typically does not disrupt the educational environment or pose the health-related risks of other forms of body piercing. This policy does not prohibit the adornment of the ears with jewelry, other types of attachments connected to the ear by piercing or claspings, or piercing motivated by legitimate religious practices. However, if the presence of jewelry on the ear creates a distraction to the educational process, the student will be required to remove the jewelry while at school.

The Board finds that tattoos that advertise drugs, alcohol, tobacco, and/or anything with a sexual connotation are inappropriate for students, employees, and others associated with the school. A student with a tattoo that is visible and causes a disruption to the educational environment will be asked to cover the tattoo when attending school or school related activities. If a student continues to violate this policy on a repeated basis, he/she shall be subject to such consequences as are determined to be appropriate by the school administration, including possible out-of-school suspension and expulsion.

## 3. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing

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

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

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

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

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

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

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

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

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

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a

level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. The use of personal 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 personal electronic devices, the District hereby establishes the following rules and regulations governing student use of personal electronic devices, and procedures to address student misuse of personal electronic devices.

b. Definitions.

(1) "Personal Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, 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 Personal Electronic Devices.

(1) Students are not permitted to possess or use any personal electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to use personal electronic devices before and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the

event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

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

d. Violations

(1) Prohibited Use of Personal 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 Personal Electronic Devices: Electronic devices used in violation of this policy may be confiscated by school personnel, placed in an envelope, and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken at the earliest possible time 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 of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

#### 4. Bullying Policy:

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. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g. hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be

enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal, so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

SCS Board Policy 504.18

## 5. Harassment

Harassment on the basis of age, race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities:
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

The following behaviors are strictly prohibited. Any intentionally hurtful, demeaning or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of the educational process. This includes, but is not limited to, verbal, written, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Students and parents are advised that other response measures are also in place and set forth in the State and Federal Programs section of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.)

## 6. Gang Related Activity

Students who are involved with "GANG" related activities will be subjected to the following disciplinary actions:

- Step 1-Asked to remove
- Step 2-Further Disciplinary Action by Administration
- Step 3-Suspension from school and possible law enforcement notification

The following, but not limited to, are actions which are prohibited: the use of hand signals, graffiti written on school and/or student property, writing messages or using gang related language, clothing displaying gang related messages, writing signs or symbols on oneself, jewelry with gang association, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, which may be disruptive to a positive learning environment will not be tolerated.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- 1st Offense: Student will be confronted and directed to cease.
  - 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - 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. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. The school vending machines will be managed in accordance with federal food service guidelines.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.
  9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  12. Snow handling is prohibited.

G. Law Violations

1. 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.

### **Credit for School Work During Suspension**

During the period of suspension, a student is expected to make every effort to keep up with class activities and learning opportunities. In order to encourage this, a student will be allowed to take any exam missed, and to receive full grading credit. Completion of the exam is to be initiated by the student and shall occur within two school days after the suspension ends, or no credit will be allowed. All other assigned work due during the time of suspension from school will receive credit only if it is completed and handed into the teacher first thing in the morning when the student returns. NOTE: Any student under any type of suspension or expulsion may not attend/participate in any Schuyler Middle School activities.

### **7. Network, E-Mail, Internet and Other Computer Use Rules**

It shall be the policy of Schuyler Middle School (SMS) that staff members may use the Internet for instruction. Students may participate in staff instruction without a student Internet account. The staff member will be responsible that the material on the Internet is appropriate for and related to the instructional objectives.

All staff and students shall adhere to all laws and policies governing computer use, including but not limited to copyright laws, software publishers rights, license agreements, and students' rights to privacy as created by federal and state law. School district personnel shall not have access to student and/or personnel records unless specifically authorized or permitted by law. Electronic files, computer programs, and software containing personnel records are subject to the rights or privacy created by statute.

**REGULATIONS**-Internet access is available to SMS students and staff offering diverse and unique resources throughout the world. Materials which may not be considered to be of an educational value for a school setting may be available for access by students on the Internet, but the valuable information which can be obtained and communication which can be achieved far outweigh any disadvantages. Students may be provided limited access to specific resources available on the Internet within a supervised classroom environment.

Parents and guardians need to be aware that a relatively small portion of information available on the computer network and Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Schuyler Middle School does not condone the use of such materials and will not allow the use of such materials in school. Parents and others responsible for minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources.

It is impossible to restrict access to every controversial item. SMS does have Bess Internet Filtering Service installed which blocks out access to some inappropriate materials. For this reason, we are giving parents and guardians the option of not permitting their child to have access to the Internet, under supervision of staff, for educational purposes. If you do not wish your child to have access to the Internet in school please contact your child's Principal. Each family's right to decide whether or not to apply for access shall be respected.

The Internet is a world-wide system of computers linked together to provide a wide range of information to those connected to it. Internet access is coordinated through a complex association of government agencies, regional, and state networks.

Since the Internet will be used as part of SMS's instructional program, conduct will be subject to the school's code of conduct. It is necessary that all users adhere to terms and conditions to insure smooth network operation.

A copy of Schuyler Middle School's guidelines and Acceptable Use Policy for the Internet are provided so that all will be aware of the responsibilities which accompany the privilege of use. We hope you will read it and thoroughly discuss the guidelines for use with your child. We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the computer network that is now available. The terms and conditions for this privilege require efficient, ethical, and legal utilization of network resources. If a SGS user violates any of these provisions future access may be denied.

ACCEPTABLE USE-Use of technology at SMS is a privilege extended to individuals who wish to enhance their learning experiences, broaden their global horizons, and discover a vast scope of information and experiences. The student's use of the Internet and E-mail must be in support of education and research and be consistent with the educational objectives of SMS.

Each user has the privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth in his/her learning. Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to : plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or that are classified government information.

All board policies and school regulations apply to the use of the network to support the educational goals of this institution. When a district incurs a cost due to student negligence or misuse, the students will be responsible for the cost.

TERMS AND CONDITIONS OF USE-Students at Schuyler Middle School are expected to comply with the following procedures.

1. Acceptable Use: Students will follow the above acceptable use statement.
2. Privileges: Use of the SS computer network is a privilege, not a right. Based upon the acceptable use guidelines outlined in this document, the system administrators will determine what is appropriate and inappropriate use.
3. Consequences: Inappropriate use will result in a cancellation of those privileges and that decision is final. Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences maybe imposed: Appropriate legal action will be taken. Conference with parent or guardian. School disciplinary action according to the handbook and posted rules.
4. Netiquette: Abide by accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite and use appropriate language.
  - b. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
  - c. Do not reveal your personal address or phone number or those of students or colleagues.
  - d. Electronic mail (E-mail) is not guaranteed to be private.

- e. Do not use the network to disrupt the use of the network by other users.
  - f. All activity involving your access is your responsibility.
5. Vandalism: Defined as any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.
  6. Security: Do not use another individual's or system administrator's account to log into the Internet. No student is allowed to access any other user's files. Any user identified as a security risk or having a history of problems with other computer systems and networks maybe denied individual Internet access.

General Guidelines: Sharing of personal notes and non-school related information is prohibited. Students are not allowed to use any material that has not been assigned by Schuyler Grade School staff. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting is forbidden. The downloading of this material to disk or paper is not accepted.

#### 8. Tobacco Policy (refer to school policy 503.03)

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students, or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, 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.

#### 9. Weapons Policy (refer to school policy 504.11)

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 & safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students & others who bring them onto school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-a-likes on school property, shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Reporting Student 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 shall be the policy of the Schuyler Middle School 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:
  - (i) Knowingly possessing illegal drugs or alcohol.
  - (ii) Assault.
  - (iii) Vandalism resulting in significant property damage.
  - (iv) Theft of school or personal property of a significant nature.
  - (v) Automobile accident.
  - (vi) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

### **Interrogations and Searches**

School officials will cooperate with law officers who need to question students, as long as interviews are conducted according to these general guideline:

1. If the police officer has a warrant for arrest or a search warrant, the administration will comply with the officer's request immediately without notifying the parents of students involved.
2. If the student is under suspicion for wrong doing or if a police officer wants to question a student who is not accused of wrong doing, but who may have information useful to the officer's investigation of some other case, parents will be called if the student requests their presence. If parents cannot be contacted after a reasonable effort has been made or if the parents are not called, the principal or other school official will be present during the interview to help protect the student's privacy and dignity and to reassure the student that he/she is not under pressure or suspicion.

### **Questioning of Students by Outside Agencies**

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the Principal's office. Upon receiving a request, it shall be the responsibility of the Principal, or Principal's Designee, to determine whether the request will be granted. Generally, prior to granting a request, the outside agency shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the investigator and school administrator will determine as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. The investigative person will make the appropriate contact to the parent/guardian after the interview.

## **Drugs, Alcohol and Tobacco**

### **Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal 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.

#### **Drug and Alcohol Use and Prevention.**

By this handbook, 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 Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations .**

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

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

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

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

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
1. Use of any drug in an unlawful fashion.
2. Distribution of any drug or controlled substance when such distribution is unlawful.
3. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

### **Disciplinary Sanctions**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

### **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.

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

### **Safe and Drug-Free Schools-- Parental Notice**

NOTICE TO PARENTS: 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 School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

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

### **Smoke-Free Environment**

Schuyler Middle School declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

## **Extra Curricular Activities**

### **Activities**

Boys are offered cross country, football, basketball, wrestling, and track. Girls are offered cross country, volleyball, basketball, wrestling, and track. Other athletic activities may be offered during the Warrior Academy Program.

### **Arrival Time**

Students are to leave the building immediately after school, unless under the direct supervision of a coach or staff member. Students may not return for the scheduled activity sooner than fifteen minutes before its scheduled starting time, unless under the direct supervision of a coach or staff member.

### **Academic Eligibility**

Reports of failing grades will be collected on a weekly basis throughout the school year. Any student failing two or more classes during one week will be considered to be on a “warning week,” and the student must improve one or both of the failing grades to passing status by the Friday of that week or he/she will be declared academically ineligible to publicly represent SMS as a member of a team, organization or activity for a period of one week (the consecutive Monday through Sunday). Continued failure of the same class(es) may result in the assignment of additional study time with teachers immediately before or after school. If a student is not assigned additional study time after school, he/she may attend practice.

### **Attendance at School Activities**

It is strongly urged that elementary students attending school activities be accompanied by adults for supervision purposes. It is felt that students of this age are not totally responsible unless supervised at such events.

### **Behaviors at Extra Curricular Activities in the Gym**

The following behaviors will be expected of all students of Schuyler Middle School:

1. All students will enter and leave the gym by using the southwest gym door only. The only exception is for the students who are participating.
2. Students may leave the bleacher area **ONLY** at half times and between games or matches.
3. Once the activity is over, all students are to exit the building **IMMEDIATELY** using the south entrance doors.

4. As soon as you enter the building for the activity, you are to enter the gym and be seated in the bleachers.
5. **PARTICIPANTS**—Once you leave the locker room you are to be seated **IMMEDIATELY** in the bleacher area, unless you are participating.
6. Under no circumstances is the north gym entrance to be used by anyone.
7. There will be no passage between the cafeteria area and the SCS Field House during middle school athletic events. All students attending the SCS Field House will need to enter through the main SCS Field House entrance.
8. Locker rooms are not to be entered by anyone except for the participating players. Once your game/match is over, you are no longer participating.
9. **NO** students are permitted in the locker area hallway other than girls walking directly to and from the restroom. Plan ahead, so that you will not need to go to the locker area.
10. **NO** horseplay of any type is permitted while seated on the bleachers. Only good sportsmanship-like cheering is permitted.
11. Hats should be removed during the National Anthem.
12. It is encouraged that all personal or assigned items be placed in a locked locker. Schuyler Community Schools, the staff, or the administration will not be liable for stolen or missing items.

**PENALTY:** The student will be asked to leave the building immediately and will not be permitted to attend the any more activities during that season. This policy also applies to student athletes.

**AWAY GAMES:** Students are expected to adhere to the same rules/expectations at away games. Continued misbehavior on a school bus or at an away activity by a student will result in that student not riding the bus and/or attending away activities.

### **Eligibility to Participate**

Before a student can participate, this includes practice, he/she must have completed the following and have them on file in the office (It is the coaches responsibility to make sure participants are eligible.):

1. Current Physical Examination Form
2. Signed Participation Agreement
3. Signed Parent/Guardian Permission Form
4. Signed Athletic Insurance Coverage—School or Personal Insurance

If a student has not completed the above requirements, he/she must be in attendance (observing only) to avoid an unexcused absence. Three days of only observing will equal one unexcused absence.

## Concussions

### 1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

### 2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

### 3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal

accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

**Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106**

**NSAA Policy (refer to school policy 506.02)**

Nebraska School Activities Assoc. Middle Level Bylaws, Article 9, provides: "Each school shall adopt & enforce a scholastic eligibility rule for 7<sup>th</sup> & 8<sup>th</sup> grades. That local scholastic policy shall govern students for 7<sup>th</sup> & 8<sup>th</sup> grade interscholastic competition." Policy 506.02 has been amended to include the scholastic eligibility rule. The standards in the policy are the same as those that each particular district has established for its high school students, and for those schools without standards, the same as the NSAA standards. Districts are free to enact different standards if they wish.

**SCHUYLER COMMUNITY SCHOOLS  
DRUG TESTING POLICY**

1 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

2 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 a 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.

4 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.

5 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 Procedures

A student or the student's parents/guardians or employee may challenge the results of a positive test through an appeal process to be developed by the Superintendent or designee. In the event a student or the student's parents/guardians wish to challenge a positive test on a basis other than the accuracy of the test result; an appeal may be made in accordance with the policy on extracurricular activity discipline and/or Schuyler Community Schools Staff Handbook.

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

### **Drug Testing Procedures**

1. Student 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.

2. Testing Procedure

a. Random Testing

A confidential testing schedule will be created by the Superintendent, designee or contracted service agent to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent or designee shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

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 of the specimen. The method of testing may involve the use of breath, saliva, urine, or hair samples. To the extent the testing involves the collection of urine, it shall be done by a certified collector in accordance with DOT urine drug screen collections policy/procedures. Such collection procedures may require a same sex monitored collection should the urine sample show signs of adulteration, temperature out of range, or tampering.

It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines (methamphetamines), marijuana, K2, cocaine, PCP, and opiates, not medical conditions or the presence of authorized prescription medications.

Positive results will need to be confirmed by the contracting service. If any fees are associated with the confirmation, the fees will be assessed to the student and their family. The district is not responsible for re-test costs or confirmation costs.

3. 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.

Test results will be shared with the student and his or her parents first. It is then up to the student and their parents to notify the school within 48 hours of being notified of a positive test. The building principal or designee will be notified by the contracting agent regarding a positive result after the 48-hour window. Only the building Principal or designee with a legitimate educational interest will be provided the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such. If a student is tested based on probable cause/reasonable suspicion to be under the influence or in possession of any illegal substance during the academic day, law enforcement may be notified.

Test results will be kept in confidential disciplinary files separate from the students' academic records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

## DROP FORM

If a student chooses to no longer participate in an activity or is no longer eligible to participate he/she must have one of the following forms returned to the Athletic Director's Office.

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### Permission To Drop Extra Curricular Activity

I wish to discontinue participation in the following extra curricular activity:

Participant: \_\_\_\_\_ Date: \_\_\_\_\_  
Activity: \_\_\_\_\_

Reasons:

Teacher/Coach \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_

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### Extra Curricular Activity Drop Form

\_\_\_\_\_ is no longer eligible to participate in  
\_\_\_\_\_ for the following reason(s):

Please sign below as acknowledgement of the above and return this form to the Principal's office by \_\_\_\_\_.

Student \_\_\_\_\_  
Teacher/Coach \_\_\_\_\_  
**Parent/Guardian** \_\_\_\_\_

## **Field Trips**

Part of the educational program of the school includes learning activities that take students away from their regular meeting place by transportation. These place-based activities often cannot be duplicated in the regular classroom and provide students with valuable education, musical, cultural or artistic opportunities. Such trips are made only with the written permission of a parent or guardian. These educational excursions are scheduled by the teaching staff. All field trips begin and end at the school and are normally scheduled during school hours. Field trips require detailed planning, and teachers will send home basic information regarding the experience, including any fees for lunch or admission. All field trips are supervised by classroom teachers, paraprofessionals, and/or administrators. Students who do not have parent permission to attend a field trip will be expected to attend school. An alternative educational activity will take place for students not attending the field trip.

## **Health, Accidents, Illness and Medications**

Under no circumstances should students leave the school without permission from the nurse or office. Students cannot on their own decide to go home. Students are not to call their parents/guardians unless the nurse or office has been notified first.

We recommend that your child get a good night sleep each night during the school week. Lack of sleep can affect the quality of your child's daily work. We also recommend that each child eat a HEALTHY breakfast before coming to school each day.

### **Accidents**

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of each injury. If a child is injured, the school will make every effort to notify the parent or person to be contacted in case of an emergency. If the school is unable to contact a parent/guardian, emergency numbers provided by parents/guardians will be used. It is important that these numbers be kept current. No child will be sent home unless contact is made with the parent/guardian or emergency contact. In the case of an accident of a serious nature, a rescue unit will be called immediately.

### **Asthma and Allergic Reaction Protocol**

The district has adopted and implemented the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. Copies of Schuyler Grade School's protocol can be requested from the school nurse. The regulations that have been established comply with the Nebraska Department of Education rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Both schools will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. The parent(s) or guardian(s) of a student of minority age must request a waiver if they want their student NOT to receive emergency treatment under this protocol.

### **Child Abuse and Neglect**

All members of the staff are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

### **Exclusion from School**

Children who become ill, or who have symptoms of illness at school, are sent home after parents/guardians are notified. Emergency numbers will be used if parents/guardians cannot be reached.

Children shall be excluded from school for the following conditions:

- A. Contagious diseases such as chicken pox, measles, mumps, pinkeye, etc.
- B. Skin eruptions or suspicious rash
- C. Vomiting
- D. Abnormal temperature
- E. Head lice-Children may not return until appropriately treated and no eggs (nits) are left in the hair.

### **Immunizations**

According to state law, all children must have up-to-date immunizations in order to attend school. The list of immunizations includes: chicken pox, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, and Hepatitis B.

By state law, immunization requirements may be waived only by (1) a written statement by parents or legal guardian for “sincerely held religious beliefs,” or (2) a statement signed by a licensed physician stating that immunizations are under way or that immunizations would be injurious to the health of the student or any member of the student’s household.

### **Insurance**

School insurance is available to all students. Your child will be bringing home insurance papers on the first day of school. Additional information can be obtained by calling Steve Bailey at Folda Insurance.

### **Medical Emergency Authorization Form**

Annually, parents must complete a medical emergency authorization form indicating procedures to be followed in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness. This form will include health questions specific to their child, too.

### **Medications**

If it is necessary for a parent to send medication to school for a student to take during school hours, the medication must be accompanied by written instructions signed by the parent and in the original container from the pharmacy. The medication and signed instructions should be taken to the nurse’s office where it will be kept in a locked file. Neither aspirin or Tylenol will be provided by the school to be administered to a student.

### **School Nurse/Health Screening**

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. The school nurse weighs and measures students at least once a year. The nurse also provides preliminary vision screenings. All kindergarten and seventh grade students are required by law to have a complete physical by a physician. All eighth graders that participate in sports will also be required to complete a physical before they are allowed to participate in any practices. The school nurse is at each of the buildings sometime during each day to check into cases of illness or injury. If you have any questions, you may contact her at West Ward (352-5514).

## **School Wellness Policy**

Our school offers nutritious hot lunches and breakfast every school day that we are in session beyond noon. Students have the choice of eating here or going home for lunch. If they choose to go home for lunch, they must have a signed permission slip by their parents/guardians on file.

The Nutrition School Lunch Act was amended in 2010 to authorize the Secretary to establish regulations related to local wellness policies. (42USC section 1758b)

The Secretary has issued proposed regulations as required by the 2010 amendment. However, the regulation has not yet been adopted. The public comment period recently ended. When the regulation is adopted, we will revise our wellness policy template to be in compliance. For more information, you may visit the following site:

<http://www.fns.usda.gov/tn/local-school-wellness-policy>.

## **Staying Inside**

Students who are to stay inside during recess or noon hour, due to illness must bring a note stating the reason along with a parent/guardian signature. Any student who must stay in during recess longer than one day **MUST** bring a note from the doctor stating this along with the reason.

## **Suicide Awareness** (refer to school policy 504.23)

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. All district nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of such training each year. It shall be the responsibility of the superintendent to implement and monitor this training.

## **Welcome to SMS's Guidance Center!**

It is our goal at Schuyler Middle School (SMS) 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. The mission of the Schuyler Middle 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 multicultural perspective. The SMS Guidance Center will be staffed with a certified, professional guidance counselor who will assist students, parents, school staff, and outside agencies.

## **CHARACTER AND CAREER EDUCATION**

Character education will be taught by all staff members informally throughout the year, as well as formally in R-Time, under the direction of the school counselor and administration.

## **TEAMMATES**

The mission of the TeamMates Mentoring Program is to impact the world by inspiring youth to reach their full potential. TeamMates is a school-based mentoring program. This means the

mentoring takes place in the school building during school hours. Every participating school building has a designated TeamMates coordinator to provide direct support and guidance for the mentors and mentees. Mentors meet their students one hour per week at the school during school hours. At SMS grades 6 – 8 are participating in the Teammates program, however once a match is made that student will stay with their mentor until high school graduation. Schuyler Middle School Teammates Coordinator is Alejandra Dimas; please call the school if you would like more information.

### **Library/Media Center**

Students are welcome to use the Library/Media Center throughout the school day. Books are loaned to students for a period of two weeks after which time they must either be renewed or returned. Students are responsible to pay for lost or damaged books. Other reference materials are also available for students. Fines may be assessed for overdue books.

### **Lockers**

A locker is provided for each student in grades 6<sup>th</sup> through 8<sup>th</sup> free of charge for his/her use during the school year. Students should keep books and other important items in them. Students should not give their combinations to **ANYONE** in order to avoid problems. Lockers maybe searched during the school year with just cause. It is the student’s responsibility to keep his/her locker clean. The student is responsible for any damage to the locker. There will be a \$5.00 charge for a different locker, if one is available. All book bags are to be left in the lockers and not carried in the rooms or hallways.

### **Searches of Lockers and Other Types of Searches**

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

The following rules shall 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 to believe that the search will uncover evidence of a crime or a school rule violation. The search must 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 shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

### **Safekeeping of Valuables**

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for the other items which are in the students possession.

### **Lost and Found**

A lost and found box is kept at both schools. If you have lost something, check the box as soon as possible. Items not claimed by December 20<sup>th</sup> or June 15<sup>th</sup> of each school year will be given to welfare agencies.

### **Safety**

The safety of our students is one of the most important concerns. Exercising safety practices begins on the first day of school and continues throughout the year. With the home and school working as a team, safety can be a natural practice of the child.

#### **Bicycles and Skateboards**

Bicycles ridden to school should be walked once they are on school property and then parked immediately in the appropriate bike rack. The school is not responsible for lost or damaged bicycles. Students are not to ride bikes on the playground area or on the sidewalks. Skateboards and roller blades must be carried while on school property and are not to be ridden on their sidewalk.

#### **Buses**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Our goal for the bus driver is to provide a safe, efficient, and reasonably accommodating means of transportation for our students. As a student, you have certain responsibilities when you ride a bus for an activity. Please observe the following rules/courtesies:

1. Students are to remain seated and facing forward at all times.
2. Talking should be done in a quiet manner. Remember, a given level of noise can be very distracting to a driver when the traffic is heavy or the weather is bad.
3. No hanging out of the windows.
4. No objects are to be thrown in or out of the bus.
5. No shouting or unnecessary noise.
6. No shoving, fighting, spitting or littering.
7. Conduct that is rude, discourteous or annoying is prohibited.
8. Aisles must be kept clear and unobstructed.
9. Students will board and depart the bus in a quiet, orderly, and courteous manner.
10. Silence should be observed at all railroad crossings.
10. The last thing that students should do before they get off the bus is to make sure they pick up papers, cans, etc. that they may have dropped.

#### **Hallways**

1. No running
2. Speak only if necessary and then in a very quiet voice
3. Keep your hands and feet to yourself

#### 4. Walk on the right side

### **SCS Field House**

All SMS expectations apply for student behavior in the Field House, along with additional rules and expectations that are posted in the Field House tab on the Schuyler Community Schools website.

**Penalty:** Any students who is unable to follow these rules will not have playground privileges for up to 5 days. During recess, the student will be required to sit next to the school wall. Continued misbehavior will result in administrative discipline.

**Note:** Days when school is in session and during school hours (8:00 a.m.-3:30 p.m.) only Schuyler Grade School students are permitted on the playground and on the playground equipment.

### **Emergency Plans and Drills** (refer to school policy 508.05)

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, tornado, 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 weeks of the school term. At least (2) tornado drills shall be conducted. Each attendance center shall develop and maintain a written plan containing emergency & disaster procedures. The plan will be communicated to and reviewed with employees.

### **School Cancellations**

Occasionally, it becomes necessary to close schools during inclement weather or for other emergency conditions, such as broken waterlines, power failures resulting in heating and cooling problems, etc. Due to the numerous baby-sitting problems caused by early dismissal/late start, Schuyler Grade School will try to be in session the full day. Parents have the option to pick up their children or not send them whenever they deem it necessary due to inclement weather. If there is a school cancellation, late start and/or early dismissal, it will be broadcast over the following stations: **KTTT (1510 AM)** and **KLIR (101 FM)** in Columbus, **KFAB (1110 AM)** in Omaha, and **Channel 10 (KOLN)** TV Station in Lincoln. Carefully listen for this information to prevent traveling needless miles and/or making telephone calls.

### **School Pictures**

Students will have an opportunity to have pictures taken during the course of the school year. Parents will be offered a choice of different packages and prices. This is a service to our parents who wish to take advantage of this offer. Participation is optional.

### **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. (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.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. 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 activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for

which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents 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.

(8) 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.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

### **Breakfast and Lunch Program:**

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

Our school offers nutritious hot lunches and breakfast every school day that we are in session beyond noon. Students have the choice of eating here or going home for lunch. If they choose to go home for lunch, they must have a signed permission slip by their parents/guardians on file.

The price for breakfast will be \$1.60, reduced breakfast will be \$.30 and the price for hot lunch or salad bar is \$2.45, reduced lunch will be \$.40. Breakfast for adults wishing to eat at the Middle School will be \$2.35 and lunches for adults wishing to eat at the Middle School will be \$3.50. Students may be required to bring money or food for field trip lunches and similar activities. Otherwise, a sack lunch will be provided at the regular student meal rate.

## **State and Federal Programs**

### **Notice of Non-discrimination**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with Schuyler Middle School and all others who interact with Schuyler Middle School are hereby notified that Schuyler Middle School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

### **Anti-discrimination & Harassment Policy**

Elimination of Discrimination: Schuyler Middle School 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 Middle School is committed to offering employment and educational opportunity 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, Schuyler Middle School 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 Grade School. If a satisfactory arrangement cannot be obtained through the Superintendent of Schuyler Middle School, the complaint may be processed to the Board of Education.

The supervisor, teacher, principal or the Superintendent of Schuyler Middle School will thoroughly investigate all complaints. The investigator may request that the individual complete the Harassment/Discrimination Complaint Form and turn over evidence of harassment or

discrimination, including, but not limited to, letters, tapes, or pictures. 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 to be made against an employee or student for alleging in good faith a violation of this policy.

Inquires may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8<sup>th</sup> Floor, Kansas City, MO 64153-1367, (816) 891-8156 or Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509, (402) 721-2444. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

### **Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements

for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### **Notice Concerning Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Schuyler Middle School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Schuyler Middle School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Student Privacy Protection Policy**

It is the policy of Schuyler Middle School 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 shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (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: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

Any 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.

#### 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).

## **Breakfast and Lunch Program**

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

Our school offers nutritious hot lunches and breakfast every school day that we are in session beyond noon. Students have the choice of eating here or going home for lunch. If they choose to go home for lunch, they must have a signed permission slip by their parents/guardians on file.

Our school offers nutritious hot lunches and breakfast every school day that we are in session beyond noon. Students have the choice of eating here or going home for lunch. If they choose to go home for lunch, they must have a signed permission slip by their parents/guardians on file. Students who bring a lunch will eat in the lunchroom. Milk is available for purchase for students who bring a lunch. Students shall be expected to conduct themselves in a courteous manner and to follow the cafeteria rules.

Schuyler Middle School has agreed to participate in the National School Lunch and Breakfast Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch and Breakfast Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

4. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
5. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

A publicly-announced, simple method for making an oral or written request for a hearing.

An opportunity to be assisted or represented by an attorney or other person.

An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

6. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
7. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following forms will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure