

# Student/Parent Handbook

## Grades 7-12



*“Children Learn What They Live”*  
*Dorothy Law Nolte*

**Scribner-Snyder  
Community Schools**  
**2009-2010**

# **Scribner-Snyder Secondary School**

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**Fred Ivey, 7-12 Principal**

August, 2009

Dear Parents:

We are anxiously awaiting the opportunity to work with you and your children again this year. We are very proud to have many opportunities for your student and the whole family as well at Scribner-Snyder High School. To assist us in the operations of our school, we have put together this Student/Parent Handbook of important information, including communication protocols, club descriptions, policies, procedures, important dates, and much more. We hope that you will take the time to review the information with your family so that you can benefit from all that Scribner-Snyder High School has to offer.

Please be reminded that an official calendar of all events for the year can be found at

<http://www.sstrojans.esu2.org/vcalendar/>

Academic progress of your student may be found at <http://ps.sstrojans.esu2.org/public/>

As always, we look forward to supporting you and your child in all of your endeavors. Thank you for your continued support. See you soon!

Educationally yours,

Fred Ivey, 7-12 Principal

**We have HIGH EXPECTATIONS FOR ALL STUDENTS** at Scribner-Snyder. We believe the following will allow each student/athlete to reach those standards before them.

**EVERYONE SHOULD:**

1. **Attend school and be on time.** You cannot get an education if you aren't in attendance. You must look at this as training for a career. Getting to work and being punctual are two things all employers consider highly desirable in a candidate.

2. **Go to class prepared.** This means being organized and ready for whatever the instructor has planned for that day. It would also include bringing to class what is needed for that day and having the attitude that you can learn something that day.

3. **Respect others.** You cannot respect others if you have no respect yourself. Set some goals for yourself and design a plan to reach them. When dealing with others remember that sometimes we are a product of our circumstances. Life is never the same for everyone and we must respect and be understanding of other's situations. We should be an encouragement to others and not a hindrance.

4. **Get involved in activities.** We have a number of extra-curricular activities and organizations available to everyone in our student body. Studies show that students involved in extra-curricular activities actually perform better academically even though they have fewer hours available for homework.

5. **Never Make Excuses.** Excuses are like armpits; we all have them and they all stink. The ladder of success is never crowded at the top because excuses keep you from meeting your goals and potential. Work your way up to the top. Remember there is only one endeavor that you can start at the top and that is digging a hole. Excuses put you in a hole!

**In the long run men hit only what they aim at.  
Therefore, though they should fail immediately,  
They should aim at something high.  
Henry David Thoreau**

# Scribner-Snyder Community Schools

Through strong instructional leadership, the Scribner-Snyder Community School system will provide the student with a safe and orderly environment that enhances a school-wide emphasis on basic skills to prepare the student for a responsible roll in society. Teachers with high expectations believe that all students can and will learn. A program of continuous assessment of student progress will prepare and present a relevant and challenging curriculum that will meet individual student needs, interests and abilities. The Scribner-Snyder Community School system strives to develop in the individual student basic competencies, self-confidence, respect for others, and a love of learning. As a school system we believe:

1. All persons have equal worth and dignity.
2. Every individual has the inherent right to an education commensurate with his/her abilities.
3. The commitment of students, staff, parents and patrons determine the quality of education.
4. Learning is a life-long process.
5. Educators are role models.
6. Education will support the democratic system.
7. Education leads to a rewarded use of leisure time and awareness of physical and mental wellness.
8. Every person can learn.
9. The quality of education must not be comprised by cost.
10. Education in a rural setting is rewarding and satisfying.
11. Education will strengthen the moral character of the individual.
12. Each person has the opportunity for success.
13. Education will give an awareness of individual cultures.
14. Education will help prepare people for productive and rewarding vocations.
15. Each individual should be challenged to develop his or her talents to the full potential.

## **Mission Statement:**

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

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# **FORM TO BE RETURNED**

**PARENTAL and STUDENT ACKNOWLEDGEMENT FORM BY FRIDAY, AUGUST 28, 2009**

## **1.0) ATTENDANCE REGULATIONS**

### **1.1) Admission Requirements:**

#### **1.1.1) Minimum Age:**

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before October 15 of the current school year.

The board of education may admit a child who will reach the age of five between October 16 and February 1 of the current school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended kindergarten in another jurisdiction in the current school year or (b) the family anticipates a relocation to another jurisdiction would allow admission within the current year. Early admission based on ability assessment reports is not permitted.

A child shall be eligible to enter first grade at the beginning of the school year if the child has not attended kindergarten but is six years of age or will be six years of age on or before October 15 of the current school year, and school officials determine that such grade level is the appropriate placement for the child.

#### **1.1.2) Graduates:**

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

#### **1.1.3) Age 21:**

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

#### **1.1.4) Birth Certificate, Physical, and Immunization:**

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

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

## **1.2) Mandatory Attendance Provisions:**

Research of schools find that irregularity in attendance among students is the most frequent cause of failure; consequently, laws and regulations have been passed stating that all students of school age shall attend school unless excused by the school.

Furthermore, schools have found that maximum benefit may be gained for all students only if regular attendance is attained in each individual class. Classroom instruction of a continual and cumulative nature is impossible in the classroom without regular attendance of its members. Schools have found it necessary to pass regulations insuring such a manner that students acquire satisfactory school performance. Also, a proper class attitude toward learning is possible only if each class is composed of members who attend class sessions regularly; thus, pressure is not applied for some to pursue other interests during scheduled class sessions.

The responsibility for regular attendance at school as stated by the Nebraska law and by the policies of Scribner-Snyder High School rests with the parent but, **the law is equally specific that the school is the only one who may excuse a student from attending school.** Parents may ask to have a student excused but only the school may grant the excuse.

### **1.2.1) Mandatory Ages of Attendance:**

The mandatory ages of attendances for truancy purposes are as follows: For the 2004-2005 school year (that is, prior to July 1, 2005), the mandatory ages of attendance are age 7 to 18. For the 2005-2006 school year (that is, after July 1, 2005), the mandatory ages of attendance are age 6 (as of January 1 of the then-current school year) to age 18.

Attendance is also not mandatory for a child who has reached the age of 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 participation 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.

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; (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school; or (4) has reached the age of 16 as of July 16, 2004.

### **1.2.2) Reporting And Responding To Truant Behavior:**

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, except for those for whom within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

### **1.2.3) Reporting Habitual Truancy:**

Students of mandatory attendance age who accumulate twenty (20) absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. §79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### **1.2.4) Discontinuance Of Enrollment For Children Younger Than Six Years Of Age:**

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

### 1.3) SSCS Attendance Policy – Grades 7-12

1. A student is expected to be in attendance all scheduled days per academic year. Seniors may be released earlier in accordance with Board approval. SSCS does realize that a student may have an occasional need to be absent from school, but with certain limitations.
2. A 10-day limitation per semester of absences has been set for each student at SSCS. Any student absent more than 10 days during the semester from any one class is subject to loss of credit in that class.
3. Absences which are due to hospitalization or long term illness may not be counted in the 10 day limit if parents provide the school with written verification from the health provider services listing the specific dates. This must be provided within 3 days of the absence.
4. Other absences that will not count on the 10-day limit include approved school activities, In-School Suspension (ISS) or funerals with a blue-slip. If written verification from the doctor for doctor or dental appointments that students have requested a blue slip for is provided stating exact time the patient was seen these visits will not count toward the 10-day limit.
5. Exceeding the 10-day limit per semester will be subject to loss of credit for the class or classes where the absences occurred. In certain situations absences can be made up on designated Saturdays or designated detention times.
6. The teacher of a student that is past the 10-day limit may supervise makeup time for their class. When a student makes up time the teacher shall turn in to the Principal in writing the amount of time made up and the subject area to be properly credited. The student is to be working on the academic material of the class during the make-up times.
7. After 5 days absence in any one class during a semester the student will be notified in person and a notice will be sent to parents informing them of absences, reasons given and this attendance policy. After 10 days absence a notice will be sent to the parents informing them of action taken.
8. If habitual attendance is a problem, especially 5 absences in a quarter a letter may be sent to the county attorney alerting that office of truancy.
9. The following chart indicates how we record and code attendance:

<b>TITLE</b>	<b>TYPE</b>	<b>Excused</b>	<b>4 Day</b>	<b>10 Day</b>
Illness	Absence	Yes	Yes	Yes
Unexcused	Absence	No	Yes	Yes
Appointment	Absence	Yes	Yes	Yes
Hospitalization*	Absence	Yes	Yes	No
Out of Town	Absence	Yes	Yes	Yes
Tardy	Tardy	Yes	No	No
School Activity	Present	Yes	No	No
In-School Suspension	Present	Yes	Yes	No
Out of School Suspension	Absence	No	Yes	Yes
Funeral (Blue Slip)	Present	Yes	No	No
Doctor / Dental (Blue Slip)*	Absence	Yes	Yes	No
Personal Family Reasons	Absence	Yes	Yes	Yes
College Visit**	Absence	Yes	No	No
Nurse Office	Present	Yes	No	No

\*Note from the health care provider stating dates of hospitalization must be given to the school within 3 days of the specific dates in question.

\*\*College visits are limited to 2 per year. Any days past the 2 will count as an absence on the 4 and 10 day attendance.

**Any student later than 20 minutes for a class will be considered absent by the office.**

### 1.3.1) Excused Absences:

An excused absence is one in which the student is absent because of illness, a medical appointment, participation in a school sponsored activity, and absences which have been requested on a prior basis with the approval of the school principal.

The list below is not meant to be a complete or exhaustive list or as acceptable in all situations, but one that may apply in most cases. Changes or additions are at the discretion of the principal. These would be generally accepted excuses for absence:

1. Religious outings
2. Family vacations
3. Senior Photos (1 day)
4. When a Scribner-Snyder **team** is participating at a State or District Tournament, grades 9-12 squad members, cheerleaders, or a member of the family of the participant who is participating in the event.
5. Varsity squad members of an activity for a State Tournament in which Scribner-Snyder is/is not participating. [**Example:** A basketball player would be excused for State Tournament BB games. A wrestling squad member would be excused when Scribner-Snyder students are/are not participating in State Tournament wrestling competitions].
6. Illness
7. Funerals
8. Medical Appointments. Please present a note from the Drs. Office stating date and time.
9. Weather (if notified in advance)
10. College visits by seniors or job shadowing by juniors and seniors. if arrangements are made through the guidance counselor and approved by the principal.

**Students will have 2 school days to make up each day's assignments if the absence is excused.**

### 1.3.2) Unexcused Absences:

Absences not meeting the above criteria are considered unexcused; essentially this type of absence is truancy. Students that have been truant from school will not be permitted to make up work missed.

Below is a general list of excuses that **will not be accepted** for missing school by students. Infrequently, there could be extenuating circumstances where the principal exercises discretionary authority in making exceptions. A special occasion could also be of such nature that additional excuses could be included with this list of unexcused absences. These are generally unacceptable excuse for absences:

1. Shopping.
2. Business or errands in and out of town.
3. Hair appointments.
4. Hospital visits to other students during school time.
5. Lunch downtown or at home.
6. **Attending any school activity event during school time in which the student is not a direct participant, unless a member of the family is participating in a district or state meet.**
7. Outside employment during school time.

Any time a student arrives at school after truancy, leaving school without permission, forged excuses, or any situation in which the administration does not recognize the validity of the excuse for absence, will be counted as an **unexcused absence**. Disciplinary action is as follows:

**1<sup>st</sup> Offense:** The student will make up the time the student was absent from school.

**2<sup>nd</sup> Offense:** Same as the 1<sup>st</sup> offense and the student will be suspended in-school for three (3) days and readmitted to school only after a conference between the student's parents and the principal.

**3<sup>rd</sup> Offense:** The student will be subject to expulsion from school for the semester, pending a hearing.

### **1.3.3) Excessive Absences:**

On any absence past 10 days in a semester the student will receive a 0 (zero) grade and will not be allowed to make up work missed. If a student has a severe illness, prolonged hospitalization, or unusual circumstances then this rule could be waived by the administration.

### **1.3.4) Absent from School One Period or More:**

The student is required to report to the office upon returning to school after any absence. Unless prior notification was made the student will need a note that includes the day, date, reason for the absence, and parent's signature. The student will receive a make-up slip that is to be presented to all teachers of classes missed. Teachers will note assignments on the make-up slip and initial. The make-up slip will be kept by the teacher in the last period of the day for which the slip is written.

Students failing to provide the office with a written excuse or phone call from the parent will receive **a detention to be served that day**. If parental notification is not made by the following day the absence will be **UNEXCUSED**.

### **1.4) Tardy:**

Unexcused tardiness to class disrupts the educational process for both you and the class. It is considered an indication of a lack of self-discipline, a characteristic that if allowed to continue will have adverse effects on the student's educational development. Classroom interruptions and unnecessary repetition of instruction impede progress in classroom endeavors; thus, it is mandatory that students be present at the beginning of the class period.

Students are **tardy to school** if they are not in the assigned classes or study halls at the beginning of each half-day of school. Students are **tardy to class** if they are not in the classroom in assigned seats when the bell rings to begin the period.

#### **1.4.1) Tardy from a Class:**

If it is necessary for a teacher to hold a student after the bell has rung, that teacher will issue a pass for the student for his/her next class and will be considered excused. All other tardiness from previous classes will be classified as unexcused by the instructor of the class for which the student is tardy and will serve a 10 min detention that day after school with the teacher.

#### 1.4.2) Tardy to School / Class Procedure and Penalty:

Students who are tardy when arriving at school for the first time during the day are to go the principal's office to receive a tardy slip for admission to class or study hall.

Students who are tardy for the first period of the day or the first period after lunch will **serve 15 minutes on the first offense and 30 minutes in detention for each subsequent incident.**

**A STUDENT WHO IS MORE THAN 20 MINUTES LATE FOR ANY CLASS WILL BE CONSIDERED ABSENT.**

#### 1.5) Medical Appointments:

If at all possible, medical appointments should be arranged so that the student is not taken out of the classroom. Students who are not able to arrange an appointment out of school time must acquire a **BLUE SLIP** from the office, have all teachers involved initial, and turned back into the office before they leave the building. If the appointments are arranged so that it is impossible to attain prior approval, the principal's office should be contacted before the start of the school day. PLEASE BE AWARE THAT MEDICAL APPOINTMENTS COUNT AS ABSENCES ON YOUR ATTENDANCE RECORD.

#### 1.6) Make-Up Work:

Students who return to school after an absence must stop at the principal's office and pick up a make up slip. The makeup slip is our way of communicating between the student and teacher exactly what work is to be made up. The admit slip must be signed by each of the student's current classroom teachers. A student, for an excused absence, will be given two days for each day of absence in which to complete the make-up work. If not completed in this time, the student can receive no credit for the work. A teacher may choose to extend this deadline, but is not required to do so.

If a student is absent on the day of a quiz or test, the student shall make-up the test the day he/she returns to school if he/she had previous knowledge as to the date for the quiz or test.

**Make up slips should be given to the last teacher of the day to be returned to the office via absent slip pickup.**

#### 1.7) Blue Slips/Gold Sheets:

In cases where students know ahead of time that they will be absent for something other than a school sponsored activity it is important that a note be brought to the principal's office or a phone call be made explaining the reason for the pending absence. Students will then be given a **BLUE SLIP**. This is to be signed by each teacher and must be turned in to the office before the time of the absence. Work assigned may be required to be made up prior to the absence if designated by the Principal. **GOLD SHEETS** are similar to blue slips, but will be given for school activities during school time.

### **1.8) Leaving the School Building and Grounds:**

The Scribner-Snyder High School operates on a closed campus basis. Under no circumstances is a student to leave the building during the school day without first obtaining permission from the office and signing out at the office counter. The student must report to the office and sign in upon returning to the building. Failure to sign out could be considered "unexcused." The first time it occurs the student will serve double the time gone or 200 minutes (whichever is the greater amount) in detention. The second offense will result in a three-day in-school suspension and double the time gone or 200 minutes (whichever is the greater amount) in detention. The third offense the student will be subject to expulsion from school. Excuses from home to leave must be approved by the principal before the student leaves.

### **1.9) College Visitation/Job Shadowing:**

Seniors are encouraged to visit colleges and schools that offer advance education in the field of endeavor they are seeking. The guidance counselor can aid the student in making appointments if requested with the school to be visited. Once a visit is planned a blue slip is tendered. With the Blue Slip will be a form that the student must fill out and secure signatures from college officials to be turned in to the counselor when the student returns to school. Failure to turn in the form with appropriate signatures will result in an absence. Students will need a note or phone call from a parent to secure a blue slip. Job shadowing is possible for juniors also in certain cases. All visitations are to be scheduled during the holidays and teacher in-service days when possible. By arranging these meetings in advance it is possible to visit a couple of schools or workplaces in a day. College visits are limited to two days. Any days past two (2) are recorded as absences.

### **1.10) Parental Vacations:**

It is the recommendation of the Scribner-Snyder Community School that all family vacations be scheduled so as not to interfere with students' school attendance. All class assignments that may be asked for during a vacation period that takes a student out of school will be completed prior to a student leaving for the vacation, unless arrangements are made with the teacher. **THE TIME AWAY FROM SCHOOL IS COUNTED AGAINST THE STUDENT'S ATTENDANCE DAYS.**

### **1.11) Detention List:**

When an office detention is given the student is put on this list. Privileges of activity participation, passing privileges, library, and computer use will be suspended until time is made up. When time is made up the student's name will be taken off the list and privileges restored.

### **1.12) Exchange Student Policy:**

SSCS recognizes the value of cultural exchange for students. The District will consider applications for the admission of foreign exchange students from host parents/legal guardians of students currently enrolled in the high school or that live in our district. The administration shall review each application and determine whether to grant such based on administrative regulations. SSCS will admit two exchange students per year, one per company. **Foreign exchange students will be permitted to participate in the graduation ceremony; however, a diploma will not be awarded.**

### 1.13) Planners

Planners will be provided and made mandatory for students in grades 7-8-9 as a daily requirement in all classes. Planners are:

- **Ticket in the door** - The students need to have their planners with them when they enter the classroom to show they are prepared, just like they need their book, writing material, and paper, or reading material for SSR.
- **Passing privileges**- Students need to present their planner to the teacher when they leave the room for the bathroom or drinks. This helps to limit the time they are out of the classroom (set number of “passes” before the beginning of each semester). The teacher signs the designated pass in the planner. It can cut down on traffic in the hallways, and once the passes are used, they cannot leave until the next renewal period.
- **Absent**- When an admit slip is presented to the teacher, the student needs to have their planner ready to write down the missed work and schedule any make-up tests or quizzes.
- **Blue slips**- Before a student is gone, the student fills out their planner with the work to complete during their absence to stay on track while they are gone. The big issue is that the *student* is responsible for bringing this and filling it out.

## 2.0) INSTRUCTION

### 2.1) Credit Recovery:

Credit recovery for classes failed at SSCS is available online through our ODYSSEYWARE program. The cost for credit recovery is \$150 for a year-long class (10 credit hours) and \$100 for a semester class (5 credit hours) and will be available during the 2009-10 school year and in the summer beginning in 2010.

### 2.2) Off-Campus Courses:

Courses taken from another institution to be used as fulfillment of graduation requirements must have **prior approval from the principal**. If a class is offered at Scribner-Snyder we insist that it be taken here. If the class is a retake of a failed class at Scribner-Snyder **prior approval from the principal is required**.

### 2.3) Incompletes:

Incompletes will be issued when a student's work for a nine-week period or semester is not complete. Unfinished work must be completed within five school days after the end of the grading period. Failure to complete this work can result in a failing grade being issued.

## **2.4) Eligibility Lists / Progress Reports:**

Deficiency reports are prepared by the teachers and turned into the office each Thursday morning by for each student doing “D” or “F” work. A list is then compiled of those students doing any failing (F) work. These progress reports for students doing "D" or "F" work are then mailed to the parents. Exemplary work reports will be sent as warranted.

**Grades 7-12 students** failing (F) any two (2) classes for two (2) straight weeks are declared ineligible to participate in public performance activities for that calendar week. Student will remain ineligible until the next eligibility list and there are less than two (2) deficiencies. Students are able to practice during the time of ineligibility, but will lose all passing privileges.

In addition **Grades 7-8 students** that are declared ineligible will not participate in games, travel with the team, or be with the team during the game.

Conferences with your child’s teacher should be scheduled to discuss the possible causes of the unsatisfactory work and to seek a cooperative method of improvement.

## **2.5) Schedule Changes:**

Students are encouraged to select a schedule of classes at registration time they “can live with”. Any schedule changes will be done during the first two days of each semester. The student making a schedule change must get the signatures of the two teachers or more involved in the class changes and the approval of the parent. This could be done by signature, email, or a phone call. Final decisions on schedule changes are made by the principal and will be influenced by:

- (a) Student’s past academic record
- (b) Reason for requesting change
- (c) Teacher’s recommendations & effect on class size
- (d) Effect on student concerned
- (e) Student’s obligations

## **2.6) Withdrawal from School:**

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

1. Report to the principal's office and receive a check out sheet to be signed by all faculty and staff.
2. Return this blank to the principal with the signature of the Librarian, Teachers, Coaches, Business manager, and Principal’s Secretary indicating that all books, equipment, and supplies have been returned and that all fines and outstanding bills have been paid.

## **2.7)**

### **Student Aide:**

Junior or Senior students may be student aides and will be given community service points that can be used towards S-S Honor Awards. A student may assist for only one period each semester, unless arrangements are made with the principal. The principal will assign aides from the office.

## 2.8) Semester Tests:

1. Students must have a C or better grade average for the semester to be excused from the semester test. Students must have a C or better grade in the 2<sup>nd</sup> and 4<sup>th</sup> quarters.
2. Students can be absent no more than four (4) times in any semester for any non-school related reason. **No unexcused absences will be allowed.**
3. Students that accumulate a total of 3 tardies, 3 detentions, or are removed from a class will be required to take ALL semester tests.
4. Any student who is excused from taking a Semester Test may opt to take the test to improve their grade without having their final grade lowered.
5. Semester tests are given the last two days of each semester.

### **1<sup>st</sup> Day Test Schedule**

8:15 – 8:30 Period 1 Home Room for taking Lunch Count and taking roll.

8:30-9:30 test for Period 1

9:40-10:40 test for Period 2

10:50-11:50 test for Period 3

**11:50-12:30 LUNCH**

12:30-1:30 test for Period 4

### **2<sup>nd</sup> Day Test Schedule**

8:15 – 8:30 Period 5 Home Room for taking Lunch Count and taking roll.

8:30-9:30 test for Period 5

9:40-10:40 test for Period 6

10:50-11:50 test for Period 7

**11:50-12:30 LUNCH**

12:30-1:30 test for Period 8

## **REMINDERS:**

1. The Office will send out a list on the last week of the students that do not qualify for semester test exemption.
2. Students need only attend the classes whose test they must take because of grade, attendance or behavior.
3. Students may leave a test ONLY after a test period is completed.
4. Semester tests must be taken if required or course credit WILL NOT be issued.

## 2.9) Grading System:

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

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

## 2.10) Honor Roll:

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

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

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

Students taking Honor Classes (core classes that go beyond graduation requirements) will have 5 points added to their grade by the teacher. Classes at this time to be considered as Honor Classes are: Pre-Calculus and Trig, Anatomy and Physiology 1 and 2, Chemistry, Creative Writing, English 4, Foreign Language, Physics and Online College Credit courses other than English used as 4<sup>th</sup> year High School credit.

## 2.11) Honor S-S Program:

The Scribner-Snyder Community Schools Honor "S-S" Program is a program where students receive points for participation in school activities, organizations, and community service. Students accumulating points in these areas will receive an S-S chenille for their first award and a chevron for each additional award. This will be presented at the Honors Night Program.

The accumulation of Honor "S-S" points is recorded by the faculty members and approved by the principal. The guidance counselor will take the approved points and compile a list of those S-S and/or chevron winners. Community service hours need to be reported to the Principal by the adult supervisor of the event. The principal will then record those points on the Honor S-S sheet.

## 2.12) National Honor Society (NHS):

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

## 2.13) Graduation Honor Medallions:

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

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

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

## 2.14) Secondary Bell Schedules:

### **Normal Day (Two Lunch Periods)**

Period 1 8:15 - 9:05 a.m.

Period 2 9:08 - 9:58 a.m.

Period 3 10:01 - 10:51 a.m.

Period 4 10:54 - 11:44 a.m.

**Grades 7-8-9 eat 11:44 – 12:14 p.m.**

Period 5 (Grades 7-8-9) 12:14 - 1:04 p.m.

**Grades 10-11-12 eat 12:14 – 12:44 p.m.**

Period 5 (Grades 10-11-12) 11:47 – 12:14 and 12:44-1:07 p.m.

Period 6 1:07 - 1:57 p.m.

Period 7 2:00 - 2:50 p.m.

Period 8 2:53 - 3:43 p.m.

### **1:30 Dismissal (Two Lunch Periods)**

Period 1 8:15 – 8:49

Period 2 8:52 – 9:24

Period 3 9:27 – 9:59

Period 4 10:02 – 10:32

Period 5 10:37 – 11:09

Period 6 11:12 – 11:44

**Grades 7-8-9 eat 11:44 – 12:14 p.m.**

Period 7 (Grades 7-8-9) 12:14 - 12:41 p.m.

Period 7 (Grades 10-11-12) 11:47 – 12:14

**Grades 10-11-12 eat 12:14 – 12:44 p.m.**

Period 8 12:44 – 1:30

### **10:15 Start (Two Lunch Periods)**

Period 1 10:15 – 10:45

Period 2 10:48 – 11:14

Period 3 11:17 – 11:44

**Grades 7-8-9 eat 11:44 – 12:14 p.m.**

Period 4 (Grades 7-8-9) 12:14 – 12:41

Period 4 (Grades 10-11-12) 11:47 - 12:14 p.m.

**Grades 10-11-12 eat 12:14 – 12:44 p.m.**

Period 5 12:44 – 1:24

Period 6 1:27 – 2:07

Period 7 2:10 – 2:50

Period 8 2:53 – 3:43

Students will eat at the same time and in the same order no matter the schedule. Students will eat in descending order according to class.

### **3.0) GRADUATION REQUIREMENTS**

#### **3.1) General Requirements:**

- 1.1) The minimum number of credit hours required for graduation is 250 Credit Hours.*
- 1.2) Eight semesters of attendance are required. Students **may not** graduate before the end of the 8 semesters.*

#### **3.2) Core Curriculum Area Requirements**

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

##### **English – 40 credit hours**

<u><i>Grade/Subject</i></u>	<u><i>Credits</i></u>
<i>Eng 1</i>	<i>10</i>
<i>Eng 2</i>	<i>10</i>
<i>Eng 3</i>	<i>10</i>
<i>Eng 4</i>	<i>10</i>

English during the Senior Year may choose from English 4, Creative Writing, or College English 101 / 102 that will be offered as Dual Credit via Distance Learning or Online through Metro.

##### **Social Sciences – 40 credit hours**

Geography is required as a 9<sup>th</sup> grade class, World History as a 10<sup>th</sup> grader, U.S. History as an 11<sup>th</sup> grade class, and U.S. Government and Modern Problems as a 12<sup>th</sup> grade class.

<u><i>Grade</i></u>	<u><i>Subject</i></u>	<u><i>Credits</i></u>
<i>9</i>	<i>Geography</i>	<i>10</i>
<i>10</i>	<i>World History</i>	<i>10</i>
<i>11</i>	<i>American History</i>	<i>10</i>
<i>11 or 12</i>	<i>Sociology</i>	<i>5</i>
<i>11 or 12</i>	<i>Psychology</i>	<i>5</i>
<i>12</i>	<i>Government</i>	<i>5</i>
<i>12</i>	<i>Modern Problems</i>	<i>5</i>

**Mathematics – 30 credit hours**

Students will follow one of two sequences. The sequence that is taken by the student is to be determined by the previous math instructors and administration. A life skills math class may be an option in either sequence, but must first have administrative approval. All 9 through 11<sup>th</sup> graders **MUST** take a math class.

**Sequence I**

<b><u>Grade</u></b>	<b><u>Subject</u></b>	<b><u>Credits</u></b>
<i>9</i>	<i>Pre-Algebra</i>	<i>10</i>
<i>10</i>	<i>Algebra I</i>	<i>10</i>
<i>11</i>	<i>Algebra II or Geometry</i>	<i>10</i>

**Sequence II**

<b><u>Grade</u></b>	<b><u>Subject</u></b>	<b><u>Credits</u></b>
<i>9</i>	<i>Algebra I</i>	<i>10</i>
<i>10</i>	<i>Algebra II</i>	<i>10</i>
<i>11</i>	<i>Geometry</i>	<i>10</i>

**Science - 30 credit hours**

All students must take a science class of their choice during the 11<sup>th</sup> grade year.

<b><u>Grade</u></b>	<b><u>Subject</u></b>	<b><u>Credits</u></b>
<i>9</i>	<i>Physical Science</i>	<i>10</i>
<i>10</i>	<i>Biology</i>	<i>10</i>
<i>11</i>	<i>Choice</i>	<i>10</i>

**3.3) Specific Grade Schedule Requirements:**

<b><u>Grade 9</u></b>	<b><u>Grade 10</u></b>	<b><u>Grade 11</u></b>	<b><u>Grade 12</u></b>
English 1	English 2	English 3	English
Math	Math	US History	US Gov/Mod Prob
Physical Science	Biology	Math	
P.E. / Health	Speech	Science	
Geography	World History		
MS Office/Art 1			

### 3.4) Core Related Curriculum Requirements:

#### **Fine Arts - 10 credit hours**

This is required of all students. These hours must come from Instrumental or Vocal Music and / or Art. 5 hours of credit are completed the 9<sup>th</sup> grade year through Art 1. The other 5 can be done any time before graduation.

#### **Speech - 10 credit hours**

These hours are independent of any English class and will be scheduled during the sophomore year.

#### **P.E. / Health - 10 credit hours**

One semester of P.E. and one semester of Health are required of all students. Both of these will be scheduled during the freshman year.

With our ample curriculum offerings, which include requirements in the areas of Math, Science, English, Social Studies, Business Ed, Speech, Fine Arts, etc. a student is permitted **only one study hall per day** or **one student aide period**, but not both unless approved by the Principal. It is recommended that each year a student have at least one class from the areas of Math, Science, English and Social Studies.

### 3.5) Additional Requirements and Classification:

Students failing a required core class should make up that class in the next year unless administrative approval is secured.

Eight semesters of attendance are required to graduate from the Scribner-Snyder Community Schools.

Students will be given class rank according to the number of credits they received in required classes. The following number of credits must be earned for classification at the specific grade level:

**FRESHMEN 0-60**  
**SOPHOMORES 60-130**  
**JUNIORS 130-190**  
**SENIORS 190-250**

### **3.6) Admission Policies of Area Universities and Colleges:**

#### **UN-Lincoln**

ACT (20) / SAT (950) / Top 50% of Class  
Application (\$25 fee)  
High School Transcript and/or GED

#### **College Prep Program**

English – 4 units  
Math – 4 units (must include Alg 1, Alg 2, Geom, and 1 unit of higher level math)  
Social Studies – 3 units  
Science – 3 units (one must be a lab class)  
Foreign Language – 2 units

#### **UN-Kearney**

ACT (20) / SAT (950)  
Application (\$25 fee)  
High School Transcript and/or GED  
ACT Mean: 21

#### **College Prep Program**

English – 4 units  
Math – 3 units (must include Algebra)  
Social Studies – 3 units  
Science – 3 units  
Foreign Language – 2 units (must be same language)

#### **UN-Omaha**

ACT (20) / SAT (950) / Top 50% of Class  
Application (\$25 fee)  
High School Transcript and/or GED

#### **College Prep Program**

English – 4 units  
Math – 3 units  
Social Studies – 3 units  
Science – 3 units  
Foreign Language – 2 units

#### **Creighton University**

ACT / SAT  
Application (\$30 fee)  
High School Transcript and/or GED

English – 4 units  
Algebra – 1 unit  
Other Math – 2 units  
Social Studies – 1 unit American Government, 1 unit American History  
Electives – 3 units  
Foreign Language – 2 units

#### **Wayne State College**

ACT / SAT  
Application (\$10 fee)  
High School Transcript and/or GED

English – 4 units  
Math – 3 units (including Algebra)  
Social Studies – 3 units  
Sciences – 2 units

#### **Northeast Community College**

Application  
High School Transcript and/or GED  
ACT or Asset/Compass Test

## **4.0) STUDENT CONDUCT**

### **4.1) Lunch Period:**

Scribner-Snyder operates a closed campus for lunch period. Students will not be allowed to leave school during the noon hour. All lunches are to be eaten in the lunchroom. This includes lunches brought from home. Federal guidelines do not allow fast food to be delivered or brought in or selling of Pop during lunch. Therefore, **Pop will not be allowed in the lunchroom.**

Common courtesy and basic dining manners should be the student's guidelines for the cafeteria. Therefore it is inappropriate to:

1. Run to lunch. Students should enter through the front west door of the commons area.
2. Cut ahead of others.
3. Form more than one (1) line.
4. Take food from dining area.
5. Leave food on trays or on the tables when finished.
6. Litter the dining area.
7. Converse in a loud or boisterous manner.
8. Bang trays in trashcans to dislodge food. Please use your utensils to do so.

Students will remain in the cafeteria after eating on the days that the weather forces us to stay inside; Weather permitting students will congregate between the locker room areas and the HS building. Students will not interfere with elementary classes. Stairways in front of the HS entrances must be kept clear.

### **4.2) Dress and Appearance:**

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

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

1. Tank tops (does not include women's sleeveless shirts) and A shirts, basketball and track tops, sleeveless t-shirts or cutoff t-shirts, and shirts/blouses which allow midsection skin to show or are cut too low.
2. Short shorts. No shorts are allowed November through February.
3. Students must wear shoes to school. Shoes with cleats and rollers are not acceptable.
4. Loose-fitting pants must be worn at the waistline. Sagging will not be allowed.
5. Messages on clothing and jewelry including profanity, innuendo, references to sex, graffiti, drugs, alcohol or tobacco will not be allowed. This would include disrespectful writings.
6. Coats, bandanas, scarves, hats, sunglasses, and headbands are not to be worn in the school building or classroom.
7. Pajama pants type clothing and boxer shorts are unacceptable.

The administration reserves the right to determine the appropriateness of student dress. Violation of the dress code is subject to disciplinary action. This may include changing into different clothing, wearing a supplied T-shirt, being sent home to change, detention or a combination of action. When being sent home you will make up double the time gone after school that day.

#### **4.3) Student Driving and Parking:**

Students that hold authorized driver's licenses or driving permits may drive to school. A school permit only authorizes a student to drive to and from school by the shortest route and with no passengers except siblings that reside in the same household. Law enforcement officers are provided a list of students with school permits. Students **WILL NOT** drive at any time during school and are **NOT ALLOWED** in the parking lot during school hours or immediately prior to and after school without office approval. Student parking facilities are located West of the Vocational Building. **Parking is not allowed on the street to the West of the Music and Vocational Buildings.** We will reserve angled parking north of the Music Building (4 spots) for students on an award basis. The front of the HS and elementary buildings and bus parking lot are reserved for HS and elementary faculty.

#### **Parking Lot Regulations**

1. Speed limit in the parking lot is 10 miles per hour.
2. All vehicles must face east or west.
3. Smoking or possession of tobacco in vehicles is treated as school property.
4. Students are asked to observe direction signs.
5. No parking on the East side of the sidewalk behind the HS at any time. This would include during practice and activity times. Student parking **ONLY** (regardless of day or time) in designated lot. Parking in front of the school is **NEVER** allowed.
6. No parking in Handicap (Blue) and Restricted (Red) areas.
7. Vehicles can be searched in cases of reasonable suspicion of any possible violations.

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

#### **4.4) Snowballing:**

Snowballing on school grounds or in the vicinity is prohibited. Violations of this rule will result in a 30 minute detention for the first offense and in-school suspension thereafter.

#### **4.5) Home Study:**

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

#### **4.6) Use of Telephone:**

Teachers or students will not be called to the telephone or allowed use of the phone during class periods or study halls, except in cases of emergency. If it is necessary students may use the phone before and after school or during lunch. Use of the phone is not an excuse to be tardy to class. All calls must be made from the high school office. Phone hook ups in classrooms are used for faculty or emergency use.

#### **4.7) Electronic Devices:**

Cell phones, pagers, cameras and other wireless electronic devices are not allowed on your person or to be used during the school day or at activities where you are a direct participant. These items are to be left in your locker, vehicle or at home; if you would like cell phones can be left in the office for security. In the case of cell phones on the 1<sup>st</sup> offense is confiscation and 30 minutes after school, 2<sup>nd</sup> offense is confiscation and 30 minutes after school and 30 minutes before school the next day and parents are notified by phone, and 3<sup>rd</sup> offense is 2 days in-school suspension and phone is picked up by the parent. Student is suspended from all activity practices, performances, and privileges.

#### 4.8) Bulletin Notices:

Teachers and/or organizations wanting to place notices in the bulletin must do so by 8:00 a.m. This must be signed by a sponsor or teacher and be delivered to the office. Announcements will be read at the beginning of the 1<sup>st</sup> period by the speech class students or volunteers.

A daily bulletin will be typed and given to all teachers by then end of first period. It will also be posted on the Principal's Bulletin Board on the 3<sup>rd</sup> floor. Students in band and PE should have the announcements read to you at the end of 1<sup>st</sup> period by your teacher.

#### 4.9) Respect in the Class Room:

One of our expectations of all our students is to respect others. In that scope respect for authority is a given and we expect our students to respect the positions of teachers and staff at all times and in all situations. We will not tolerate disrespect and/or threats to other students or teachers and staff. A student removed from a class or study hall for unsatisfactory behavior will report to the principal's office.

On the 1<sup>st</sup> offense the student will make up 30 minutes detention after school that day with the teacher. The teacher will call the parent to alert them of the incident. On the 2<sup>nd</sup> offense the student will receive a zero grade for the class that day and make up 30 minutes detention after school that day with the teacher, but will not return to class until a parent has a meeting with the teacher and principal both present. On the 3<sup>rd</sup> offense the procedure is the same as the 1<sup>st</sup> and 2<sup>nd</sup> offense, but the student will be removed permanently from the class, will lose credit for the class and the transcript will reflect a grade that is no greater than 50%.

If after any of the incidences the student fails to come in after school that day they will receive an in-school suspension and will still make up the time after school the day of the suspension. If behavior does not improve the student may be expelled.

#### 4.10) Smoking or using Tobacco Substances:

Smoking by students is forbidden on school grounds or while on or at school-sponsored activities. Chewing tobacco is also forbidden on school grounds or while on school-sponsored activities. Since students are not allowed to smoke or chew tobacco on school property, there is no reason to bring cigarettes or tobacco to school. **Possession** of cigarettes or chewing tobacco will be treated as use of tobacco on campus. This means that if students carry cigarettes or tobacco in their pockets, purses, or have them in their lockers or vehicles they can expect punishment.

A student caught with cigarettes or tobacco substances, or any other controlled substances on his/her person or in his/her personal property **will be suspended for three days on the first offense, and subject to expulsion on the second offense.** The student will also be denied school activity according to school activity participation guidelines.

#### 4.11) Public Display of Affection (PDA):

The **display of affection** between students in the school setting by such acts as holding hands, hugging, kissing, and similar behavior will not be condoned. It is in poor taste, it is embarrassing to those around the parties involved and it tends to hold those who behave in this manner up to ridicule by others. Such actions will result in loss of privileges, detention, and possible suspension from school, depending upon the frequency and nature of the behavior.

#### **4.12) Conduct in the School Building:**

When arriving at school students are to assemble in front of the HS. At 7:55 am students may congregate in the hall near their locker. Students are not to be permitted to enter the building before this time without special permission or in the case of inclement weather. At 8:10 am students will proceed to their lockers and first period classes. No running in the halls and stairways of the building. Noise in the building should be kept at a minimum. Students are not to be in the HS building during lunchtime. **BACK PACKS, BOOK BAGS AND PURSES WILL NOT BE ALLOWED IN CLASS ROOMS. THEY SHALL BE KEPT IN YOUR HALL LOCKER DURING SCHOOL HOURS.**

#### **4.13) Suspensions:**

Suspensions will be either in-school or out-of -school in type. Students receiving in-school suspensions will be placed in a special area to do all assigned class work. Students in in-school suspension can receive credit for all class work completed during this suspension time. The administration reserves the right to rule on participation in extra-curricular practices or competitions during this time of suspension. Students receiving an out of school suspension will not be allowed to be on school property, in the school buildings, or allowed to participate in any school sponsored activity as a spectator or participant. **Students receiving an out of school suspension may receive up to 75% for all completed work provided the work is turned in on the day the student returns to school (provided the disciplinary action allows makeup)**

#### **4.14) Detentions:**

In the event that a student is issued a detention for unacceptable conduct, the serving of this detention time will supersede all other scheduled activities. Detentions are to be served by the student with the teacher assigning the detention. Detentions not served at the prescribed time will be doubled and a phone call placed by the teacher to the parent. If a student fails to serve the doubled detention they will be referred to the principal. When referred to the principal the student will be ineligible for all activities and school privileges including practices until the time is made up with the teacher or the principal if needed. The principal's disciplinary options for detentions not served can include added detention, in-school suspension, or out of school suspension.

#### **4.15) Fighting:**

Fighting will be punished by two 30 minute detentions on the first violation and in-school suspension of necessary lengths for subsequent altercations.

#### **4.16) Locker Rooms:**

Locker rooms will be off limits during the day, except for PE. We want to provide a secure space for your storage. Remember to keep your lockers locked with a school issued lock. Always mark all clothing and shoes with your name using a magic marker to identify if needed. Shower heads are **NOT** to be removed. Please shut all showers off when finished. Please do your part and keep the locker rooms clean.

#### 4.17) Library and Study Hall Regulations:

A study period is conducted each period of the day for pupils not enrolled in class during that period. Regulations are necessary in study halls in order to avoid confusion and warrant attention to create an atmosphere conducive to a fair and equitable situation for all students involved. Students are expected to **bring study materials (paper, books, pens, pencils) to study hall each day.** In addition:

All students are to be in their assigned seats before the tardy and dismissal bells.

No student is allowed to be out of the study hall during the period without a properly signed and authorized pass.

Students in the study hall or library must keep their feet on the floor and not on tables, desks, or other chairs. Sleeping will not be allowed in study halls or in the library.

Students will be required to read a book for the first 15 minutes of study hall. This is sustained silent reading (SSR) for all at that time. No other activity will be allowed.

Student's desiring to go to their lockers, the library, speak to another student, or to go to the restroom must check out at the supervisor's desk on the proper form. All students signing out must record the initial of their first name and their full last name. Students must record the time they leave and the time they return.

Students signing out to lockers must return in three minutes. Only one boy and one girl may sign out to the restroom at a time for no longer than five minutes.

Students signing out to the library have 20 minutes and must return to the study hall before the period ends. The library is to be used for research. If the work by the student can be done in the study hall, the student will not be allowed to go into the library areas. Computers in the library may only be used by a student for 15 minutes.

Only one student at a time will be given permission to speak to another student. This person speaking will stand while talking to another student. Students are not to study together.

All passes from the study hall shall be signed by the teacher that originates the pass and also by the individual in charge that the student contacted away from the study hall. Any student wishing to confer with a faculty member or work under a faculty member's direction during the student's study hall period must obtain a signed pass **IN ADVANCE** from that faculty member.

Students coming to the study hall from a classroom when a teacher is absent or sick shall be treated like a regular class. These students will not be allowed to sign out to lockers, restrooms, the office or the library.

Students that are disruptive, disrespectful, or damage any property in the library/media room areas will lose their sign-out privileges to these areas for two weeks. A second offense of these above violations will result in a loss of library/media privileges from the study hall for the remainder of the semester. Students that are grounded from the library/media areas may still utilize the library areas before and after school.

Students that violate study hall rules may be given detentions, grounded in study hall, assigned a different seat, or sent to the office by the teacher.

#### **4.18) Dances:**

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

#### **Guidelines for ALL Dances**

1. Students must be dressed in an appropriate and respectable manner. Displays of affection will not be tolerated. Those not adhering will be asked to leave.
2. Students who have consumed alcohol or used illegal controlled substances prior the beginning of the dance will not be allowed to enter the dance. Students using alcohol, illegal controlled substances or tobacco products during the dance will be dealt with according to the student handbook. This would include calling police authorities.
3. All dates with individuals who are not enrolled in the Scribner-Snyder Community School for all dances must be cleared with the administration or sponsor of the organization sponsoring the dance. Dates of ages 21 and over will not be permitted.
4. All dances will end before or at 12 o'clock midnight.
5. TWO sponsors must attend each dance. Sponsors will be either faculty members or parents approved of by the administration.
6. The dance area will be cleaned up by the sponsoring organization the same night of the dance or the next morning after the day of the dance.
7. Students will sign in and sign out noting the time for each. You will not be allowed to re-enter after leaving the dance.

#### **Additions for Dances other than Prom, Homecoming, and Sweetheart**

1. All other dances will be held in the commons area in the elementary.
2. Students who leave the dance will not be re-admitted to the dance.
3. Dances will be over at 11:00 p.m. Time limits may be altered with the principal's approval.
4. Junior High Students are not permitted to attend the Prom or Homecoming Dance. Junior High students may attend the Sweetheart Dance. Junior High dances will be sponsored by Student Council with a 10:00 pm limit. There must be a minimum of 3 parent sponsors.
5. The adult sponsors of all dances will closely monitor the entrance and exit area of the dance area.

## 4.19) Student Transportation

### Bus Schedule for Late Start Days

When the weather causes school to begin at any time other than normal, and the radio report states that the bus will run accordingly the following adjustments will be made. The normal bus schedule is to depart Snyder at 7:40 a.m. Therefore, if a 2 hour late start has been issued the bus will leave Snyder at 9:40 a.m. and classes will begin at 10:15 a.m. The students should arrive in time to make the scheduled departure.

**\*\*A Missed Bus Departure – becomes the responsibility of the parent to see that their student gets to the correct center for classes.**

### Riding the School Bus

1. The driver is in full charge of the bus and the students. Students shall comply promptly and cheerfully with his requests.
2. Upon entering the bus the student shall immediately be seated. The driver may assign seats to the students. Seats may not be reserved by students. Students are to remain seated. Arms and legs are not to be extended into the aisle.
3. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, or abusing or casting reflections upon the driver or upon the other pupils may forfeit the right to ride on the bus.
4. Unnecessary conversation with the driver is discouraged.
5. During the bus trip students shall remain in their seats.
6. Teasing, scuffling, holding, hitting or using hands, feet or body in an objectionable manner which can cause distraction or injury to occupants on the bus is not permitted.
7. No part of a student's body shall be extended through a bus window. Windows and doors are opened or closed only by permission of the bus driver.
8. Students use the emergency exit door only when an emergency exists.
9. When the bus is stopped for a railroad crossing, students must be quiet.
10. Damage to the bus by a student shall be reported to the driver. In cases of malicious damage, the school district expects to be compensated for the damage.

### **Upon Leaving the School Bus**

1. Students shall not leave their seat until the bus comes to a full stop and the driver has opened the door.
2. Students should always cross the road in front of the bus **AFTER** the driver gives the signal and they have looked both ways to make sure they can cross safely.
3. Students will be discharged only at the approved school bus stop unless a written exception by a parent or school official has been given to the driver.
4. Students should go directly from their bus stop to their home.

### **Discipline and Penalties**

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

#### **4.20) Failure to Complete Homework / Assignments:**

Homework/Assignments are not optional. They are an integral part of the learning process and subsequent grade for each class. The direct results of this behavior are personal loss of responsibility for learning, getting behind in class, and failure in the class which in turn leads to behavior problems not to mention the possibility of ineligibility.

To change the attitude of our students and to hold them directly responsible for their actions teachers will keep the students after school until 4:00 pm. Depending on the teachers schedule they may keep the student until 4:15 if necessary to complete the work.

**LATE WORK** - Missing, Incomplete, or Unacceptable Work will result in after school detention with the teacher. Students will receive up to 70% credit on the above situations. Work later than two days will receive a zero (0) grade.

## **5.0) USE OF SCHOOL EQUIPMENT AND FACILITIES**

### **5.1) Textbooks:**

Since textbooks are the property of the school and represent a considerable expenditure to the school, students are expected to take care of their books. Damage to books that is in excess of what is considered normal wear will incur a fine in the amount of repair or replacement. Should you lose or damage a book the following will apply:

1. Destroyed or Lost Book or Workbook - **Replacement Cost**
2. Torn page - **\$.25 per page**
3. Ink marks (pages and covers) - **\$.25 per page**
4. Page missing - **\$1.00 per page**
5. Broken binding - **\$12.00**

### **5.2) Library Books:**

As in the case of textbooks you will be responsible to replace lost or destroyed books and magazines at replacement cost. Anyone with books overdue past 7 days will not be allowed library privileges until the book is renewed or returned.

### **5.3) Damage To or Loss of School Property:**

Damage to school property for any reason other than normal use by the student will require reimbursement to the school by the student, an amount equivalent to the cost of replacement or repair. Lost equipment will be treated in a similar manner. In lieu of this, materials belonging to the school should be either in the student's possession or locked at all times.

In order to effectively discourage a lack of respect and improper care of school property, a record is made at the beginning of the year of all property assigned to each student.

In the event a student is caught tampering with or in possession of another student's possessions (lockers, athletic equipment, personal belonging, etc.), that student will be subject to strict disciplinary action.

### **5.4) Elementary Building:**

When entering the Elementary building for any other reason than lunch secondary students will use the west hall way entrance of the elementary building.

### **5.5) Lab Fees:**

Some lab related classes might require fees. Examples would be Art, Industrial Arts, etc.

## 5.6) Lockers:

Lockers will be assigned to each student at the beginning of the school year. These lockers are the property of the school and each student is responsible for keeping it clean, in order and the **door shut**. If a problem arises concerning your locker, report the problem to the principal's office. Content of the locker is reserved for educational materials and necessary personal items. The outside of the locker is limited to motivational material provided by school organizations. The school reserves the right to run locker checks on a periodical basis. Objectionable material will be removed. Anyone wishing to put a lock on his or her locker may do so by checking one out from the principal's office. You **MAY NOT** use one of your own. In the 7<sup>th</sup> and 8<sup>th</sup> grade lockers non-school related items are not allowed including pictures and personal items. Students are not to leave items on the floor around the locker area.

## 5.7) Use of Computers, Network, and Internet

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

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

**1. Acceptable** uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's functions.

**2. Unacceptable** uses of the network include, but are not limited to:

- Violating the rights to privacy of students or employees of Scribner-Snyder Community Schools, or others outside the school system.
- Using profanity, obscenity, or other language which may be offensive to another user.
- Copying materials in violation of copyright law.
- Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own, without properly giving credit to their source.
- Using the network for financial gain or for any commercial or illegal activity.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information.

- Making personal purchases or unauthorized orders using the Scribner-Snyder Community Schools name.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Downloading or copying information on to disks or hard drives without prior teacher approval.
- Using another person's login and/or password for access to the system.

**3. The staff of Scribner-Snyder Community Schools will be responsible for:**

- Teaching students the procedures for Internet Use through the I-Safe program.
- Supervising and guiding student access to the Internet.

**4. All users of the Scribner-Snyder Community Schools** network services are responsible for adhering to the Scribner-Snyder Community Schools Policy and Procedures for Internet Use.

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

### **Internet Use Procedures**

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

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

**a) Directed Searches**

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

**b) Independent Searches**

All students must have a signed form on file with the office before access will be granted. Students will not be issued Internet e-mail accounts. Use of the e-mail can be accessed before and after school through web based providers. Email is not acceptable during school hours without approval from the principal.

## **6.0) STUDENT RECORDS**

### **6.1) Cumulative Student Records-Guidance Office:**

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

**NOTE: These records are confidential.**

**Disposition:** Retain the transcript, immunization and test scores permanently. All other records are disposed of after a three-year continuous absence from school.

### **6.2) Subsidiary Student Records - Principal's Office:**

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

**NOTE: These records are confidential.**

**Disposition:** Destroy all records after the student's three-year continuous absence from school.

### 6.3) SPED Records - SPED Director's Office (Confidential):

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

**Disposition:** Destroy all records after the student's three-year continuous absence from school. Any senior student's parent that would like a copy of SPED records may request that at the time of graduation.

### 6.4) FERPA Notice for Directory Information:

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

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

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

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

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

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **7.0) REGULATED ITEMS**

### **7.1) Lunch Program:**

#### **7.1.1) Payment for Meals**

**The school district encourages all families to deposit money in their family account and all students to use their account numbers rather than pay cash at the point of service.** This eliminates cash being kept in the school building and gives the district better accountability for federal and state reports regarding the school nutrition program. Per state and federal guidelines, students on free and reduced meals must use their meal tickets or they will be required to pay full price for their meals. The following procedures are based on guidelines from federal/state regulations. **It is stressed to all parents that none of the school employees want to tell a child they cannot eat, therefore, it is important that parents/guardians assist the school by keeping money in the family account.**

Pursuant to federal guidelines, the district must allow each student one charge per year. In accordance with these regulations, the district is allowing students to charge up to \$5.00 toward meal purchases. Once accumulating this charge allowance students will have to pay up their account or not eat.

Every family is assigned an account number. All money received goes into each family account for the use of all students in the family. Statements for low or negative accounts are sent out every Tuesday by mail. The school must receive payment for family accounts on the following Monday. A month-end statement listing all meals eaten by all children in the family is sent by mail. This statement also shows all money deposited during that month and the ending balance for that month. This statement should assist families in planning for the next month's meal monetary needs.

#### **7.1.2) Issuance of Meal Tickets**

**All meal tickets are considered the property of the school in the same manner, as are books, equipment, etc. Therefore, if tickets are damaged or lost, a fee of \$3.50 will be assessed each time a replacement ticket is issued.** All K-12 students are assigned a meal number and meal tickets are issued to all 7-12 students. New tickets will be made at the beginning of each school year with the necessary grade changes on the ticket. Students in grades 7-12 will now be using their 4-digit code in line. This number is found on the lunch ticket that is issued to them at the beginning of the year. Please remember your number. If a new card with a new number must be made, a fee of \$3.50 will be assessed. The previous year's ticket may not be used the next year, due to account number changes.

**These rules apply to all adult issued meal tickets and also to all students on free and reduced status.**

**Every effort is made to never embarrass a child in front of other students. However, if the rules and regulations set forth above are not followed, it may be necessary to tell a student that they cannot eat when they come through the line. Employees make every effort to deal with situations before that time. However, if students or parents disregard the various methods of notification of potential problems, then sometimes it becomes necessary to deal with the problem in front of other persons.**

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

#### **I. Right to File a Complaint**

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

#### **II. Acceptance**

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

#### **III. Verbal Complaints**

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

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

#### **7.2) Pop Machines:**

The use of the pop machine is limited to before and after school. No pop may be purchased from the school pop machine after school convenes in the morning or during the instructional school day. **Pop is not allowed to be purchased during lunch break due to federal guidelines.**

### 7.3) School Nurse:

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

1. Vision and hearing testing.
2. Height and weight.
3. Brief check of nose, throat, and teeth.
4. Head lice check.
5. Scoliosis screens on 6th and 8th grade students and any other referrals.
6. Adolescent development programs in the spring to the 4<sup>th</sup> grade girls, and all 5<sup>th</sup> and 6<sup>th</sup> graders.
7. Blood pressure on grades 7-12 students and any others deemed necessary.

Continuous teacher observation for vision, hearing and other health related difficulties, should be referred to the school nurse as soon as possible. The teacher is the primary source in the identification of problem areas. **High School students that become ill during the day and need to see the nurse must do so through the High School office.**

#### **RECORDS:**

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

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

#### **MEDICATIONS:**

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

1. Medication must be brought to school in a container with the appropriate label of the pharmacy or physician.
2. Written orders from a physician detailing the name of the drug, dosage time interval medications are to be taken, and a dropper, spoon, med cup, or syringe if needed for administration. Non-prescription medications or over-the-counter medication must be sent with instructions.
3. Written permission from the parent or guardian of the student requesting the teacher or school staff to comply with the physician's order. Medication permission forms are to be filled out when medication is brought to school (these forms are available in the offices or school nurse).
4. **ALL MEDICATIONS** brought to school, **MUST** be given to the nurse, classroom teacher, or school staff. This includes Aspirin, Tylenol, and Inhalers.

5. A locked cabinet will be provided for the storage of medication.
6. Medication will be distributed to students as needed by the school nurse upon parent request. Parents/Guardians are responsible for providing direction and monitoring of the medication and to monitor therapeutic effect of the medication.
7. If there are any problems with the medication, the parent/guardian will be notified immediately. All medications given at school will be recorded and kept confidential.

**PHYSICAL EXAMS:** Nebraska State Law 79-217 Title 173, Chapter 3, Section 006:

A printed or typewritten form signed by a licensed physician, licensed assistant, or nurse practitioner indicating that a physical examination was administered on a specific date with the previous six (6) month period on a specifically named individual shall constitute sufficient evidence of a physical examination by a qualified physician with six (6) months prior to the entrance of a child into the beginner grade and the seventh grade. A physical exam is also required in the case of a transfer from out of state to any other grade of the local school. An objection in writing to a physical examination of such child signed and dated by a parent/guardian of such child may be submitted to the local school.

**IMMUNIZATION STANDARDS:** Nebraska State Law 79-217, Title 173, Chapter 3, Section 007:

Students entering Kindergarten and 7<sup>th</sup> grade or transfer from out-of-state should be immunized since birth with the following:

- ◆ 3 doses of DtaP, DTP, or DT vaccine, one given on or after the 4<sup>th</sup> birthday.
- ◆ 3 doses of Polio vaccine
- ◆ 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month
- ◆ 3 doses of pediatric Hepatitis B vaccine, or if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for

adolescents 11-15 years of age.

- ◆ 1 (one) dose of varicella given on or after 12 months of age and prior to 13 years of age. If over 13 years of age 2 doses of varicella, separated by at least one month. Written documentation ( including year) of varicella disease from parent, guardian, or health provider will be accepted.

[Varicella immunization is being phased in beginning with the 2004-2005 school year. Varicella will be included as a required vaccine in each subsequent grade as the child progresses from kindergarten (1st grade) or 7th grade through the remaining grades. ]

**Immunization requirements** for 2-5 year olds enrolled in a school-based program not licensed as a childcare provider are as follows:

- 4 doses of DtaP, DTP, or DT vaccine,
- 3 doses of Polio vaccine,
- 1 dose of MMR given on or after 12 months of age,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
- 3 doses of Hepatitis B vaccine,
- 1 dose of varicella given on or after 12 months of age.

1. The above physical exam and immunization requirements when completed should be brought to the school to be recorded and kept in the student's file.
2. Any student who does not comply with the immunization requirements shall **NOT** be permitted to continue in school until he or she so complies.
3. The cost of the physical examination and immunization shall be borne by the parent or guardian.
4. A parent or guardian who objects may submit a written statement refusing a physical examination or immunization for his or her child. Such written statements shall be kept in the student's file. Waiver forms are available in the school office.
5. All other students 1<sup>st</sup> through 6<sup>th</sup> grades and 8<sup>th</sup> through 12<sup>th</sup> grades should be immunized with the following:

- ◆ 3 doses of DTP vaccine
- ◆ 3 doses of Polio vaccine
- ◆ 2 doses of MMR
- ◆ 3 doses of Hepatitis B except for the 12<sup>th</sup> Grade

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

#### **ASTHMA/ANAPHYLAXIS PROTOCOL:**

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

**A. Definitions:** Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestions of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, and death can occur. Immediate allergic reactions may require emergency treatment and medications.

**B. Life-Threatening Asthma Symptoms:** Any of these may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak
- Retractions (chest or neck "sucked in")

**C. Anaphylactic Systems of Body System:** Any of these symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

SKIN: warmth, itching and/or tingling of underarms/groin, flushing, hives

ABDOMINAL: pain, nausea and vomiting, diarrhea

ORAL/RESPIRATORY: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction

CARDIOVASCULAR: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)

MENTAL STATUS: apprehension, anxiety, restlessness, irritability

#### **D. Emergency Procedures:**

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (Epi-Pen, and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treatment for symptoms with epinephrine at school will be transferred to a medical facility

#### **E. Standing Orders for Response to Life-Threatening Asthma or Anaphylaxis:**

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

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

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

5. District emergency Epi-Pens and nebulizers will not be used on field trips or other activities away from the school. District emergency medications are to be maintained at school during regular school hours so that the largest population of students may be served.

### III Emergency Care Plans

1. **An Emergency Care Plan (ECP)** should be completed by the parents of students who have severe asthma or severe allergic reactions. The ECP should be reviewed with appropriate staff and a copy kept in the Nurse's Office where it can be readily accessed in an emergency.

2. **Outcomes:**

- Student will return to school with an asthma and/or allergy management plan and medication as ordered by the physician.
- Student will be monitored for improved attendance and school performance.
- Education in the management of asthma and/or severe allergy will be facilitated with student and family.
- School environment will be assessed and monitored to prevent subsequent anaphylactic or asthmatic events.
- All emergency reports will be reviewed by the School Nurse a minimum of two times yearly.

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

The following information should be documented:

- School information
- Age and gender of individual
- Date and time of event
- Steps 1, 2, 3, 4, 5
- Sign and date as indicated

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

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

- Asthma Action Plan.
- Food Allergy Action Plan.
- Emergency Report Form for Asthma/Anaphylaxis.
- Medication Monitoring Form.
- Documentation of Competencies.

#### **7.4) Harassment:**

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

#### **7.5) Drug Free School and Community Act ( # 5300 ):**

This receipt shall serve to demonstrate that you as parent or guardian of a student attending Scribner-Snyder Community School District #62 have received notice of the standards of conduct to this district exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described by board policy or administrative regulation. This notice is being provided to you pursuant to P.S. 101-226 and 34 C.F.R. PART 86, both federal legal requirements for the district to obtain any federal assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

##### **7.5.1) Board Policy Relative to 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.**

It shall be the policy of the Scribner-Snyder Community School District #62, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. 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 herein above 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 grounds or as a part of any school activities.
4. Use of an illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substances when such distribution is unlawful.
8. 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 sanctions being taken within the bounds of the applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

### **7.5.2) Student Information:**

**BOARD POLICY** -- It shall be the policy of the Scribner-Snyder Community School District to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty 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.

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 or his/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 parents or guardian.

### **7.5.3) Drug & Alcohol Education (5200.2):**

#### **BOARD POLICY RELATIVE TO DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT TO P.S. 101-226 AND 34 .F.R., PART 8 6**

It shall be the policy of the Scribner-Snyder Community School District #62 to provide an age - appropriate, developmentally based drug and alcohol education and prevention program for all students of the school. It shall be the policy of the District to require instruction at each 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. Such instruction should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such 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 economical, 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.

### **7.6) Armed Forces Recruiters:**

Federal law requires that we give Armed Forces recruiters access to students and student recruiting information in alignment with the information shared with postsecondary institutions. This information would include names, addresses, and telephone listings.

You may request in writing to the administration that this information not be released without the prior written consent of the parent.

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

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

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

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

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

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

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

For more information you may contact:       **Joseph C. Kaup**       **402-664-2568**

## **7.8) Student Fees:**

The Board of Education of Scribner-Snyder Community Schools adopts the following student fee 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. 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, 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. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### **Section 1**      Guidelines for clothing 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.

### **Section 2**      Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. 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.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property 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. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

### **Section 3**      Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

### **Section 4**      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 music courses that are 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.

### **Section 5**      Extracurricular Activities-Fees for participation

Admission fees are charged for extracurricular activities and events. The District may charge fees for participation in extracurricular activities. Payment of a participation fee will entitle a student to free admission to all regular season home athletic contests for that school year. **Money collected, as a participation fee will be expended for the purposes related to the activities for which those fees are collected. Examples where money could be expended include, but are not limited to, the purchase of activity uniforms, purchase of activity equipment, paying officiating fees, and paying entry fees.**

**Section 6**      Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, 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.

**Section 7**      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.

**Section 8**      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.

**Section 9**      Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

**Section 10**     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.

**Section 11**     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.

## **Section 12**    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, (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) 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. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

## **Section 13**    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 students of the District at no cost.

## **Section 14**    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.

### Legal References:

- Laws 2002, LB1172 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)
- Neb. Rev. Stat. 79-2,104 (student files or records)
- Neb. Rev. Stat. 79-715 (eye protective devices)
- Neb. Rev. Stat. 79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. 79-1104 (before-and-after-school or pre-kindergarten services)
- Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

## SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.**

\*\*\*\*\*

- No! **I DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs. I will pay the fees.

If you checked no, stop here. You do not have to complete or send in this form. Your information will not be shared.

- Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Application with appropriate school officials for purposes of the student waiver fee program and any other program that would benefit student(s).

**If you checked yes to the boxes above, fill out the form below.**

Child's Name: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_

If you have checked the "yes" box above and have completed the above information, please submit this form to:

Rick Kentfield, Superintendent  
Scribner-Snyder Community Schools  
400 Pebble Street, P.O. Box L  
Scribner, Nebraska 68057  
Telephone: 402-664-2567

**A Student Fee Waiver Application Form will need to be completed and approved before any fee waivers will be granted. These forms are available in the Office of the Superintendent. BOTH THIS FORM AND THE FEE WAIVER MUST BE RETURNED IN ORDER TO BE PROCESSED.**

**STANDARD FEE WAIVER APPLICATION FORM**

Parents or students eligible for a fee waiver shall make application as provided on this form. Applications may be made at any time, but no fee waiver will be granted for any fees due prior to formal application and approval. Application and approval is valid only for the current school year and must be renewed annually. At any time the student or student’s family no longer meets the financial eligibility criteria for free or reduced price meals offered under the Child Nutrition Program the school district must be notified. The school district will treat the application and application process, as any other student record and student confidentiality and access provisions shall be followed.

Denials of a waiver may be appealed to the Superintendent of Schools.

Fines or charges for damage or loss to school property are not fees and will not be waived.

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Date \_\_\_\_\_ School Year \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade in School \_\_\_\_\_

Name of parent, guardian or legal/actual custodian \_\_\_\_\_

Does the student of student’s family meet the financial eligibility criteria for free or reduced price meals offered under the Child Nutrition Program?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Fee Waivers are being requested for the following activities:

<u>Athletics</u>	<u>Fine Arts</u>	<u>Organizations</u>
<input type="checkbox"/> Basketball	<input type="checkbox"/> Art	<input type="checkbox"/> FBLA
<input type="checkbox"/> Football	<input type="checkbox"/> Music	<input type="checkbox"/> FCCLA
<input type="checkbox"/> Track	_____	<input type="checkbox"/> FFA
<input type="checkbox"/> Wrestling	_____	<input type="checkbox"/> Student Council
<input type="checkbox"/> Volleyball	_____	_____
<input type="checkbox"/> Golf	_____	_____
<input type="checkbox"/> Softball	_____	_____

I hereby make application for the waiver of any fees listed above.

\_\_\_\_\_

Signature of Parent/Guardian/Actual Custodian \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only
Application Approved: _____
Application Denied: _____

## **8.0) EMERGENCY SITUATIONS**

### **8.1) Fire Drills:**

Throughout the school year we will have several fire drills. You will receive instructions from your respective teacher as to where you will proceed with your class in the event of a fire drill. Our fire drills will be conducted in a quiet and orderly fashion.

The following general regulations pertain to a fire drill:

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

### **8.2) Tornado Drills:**

Tornado drills will be used as deemed necessary. Shelter areas will be located under the walkways in the old gym area. Special practice sessions will be held each spring to acquaint students with respective areas of safety. See appendix for exact procedures.

### **8.3) Weather:**

School cancellation or general announcements necessary because of inclement weather conditions will be broadcast over the stations KFAB-Omaha, KHUB - Fremont, and West Point - AM 84. Students that are unable to get to school because of weather or road conditions that are unique to their area will not be counted absent for the time they are gone from school provided the parents notify the school in advance of the absence. If it becomes necessary to remain in town due to bad weather, students should notify parents as well as the office as to where you are staying.

## **9.0) ACTIVITIES INFORMATION**

### **9.1) Uniforms:**

Band uniforms and athletic equipment checked out for each season becomes the responsibility of the student participant. The student who was issued the equipment will pay for equipment that is lost or not accounted for at the end of each season. Reimbursement from the student will be the amount equivalent to the cost of replacement for the missing articles.

NO ONE IS TO WEAR SCHOOL ISSUED UNIFORMS AND EQUIPMENT FOR ANY PURPOSE OTHER THAN DIRECT COMPETITION IN THE SPECIFIC ACTIVITY. SUSPENSION FROM THE ACTIVITY IS POSSIBLE IF NECESSARY.

### **9.2) Cut Policy (Board Policy #5133.5):**

The head coach can cut Seniors involved with a varsity athletic team if he/she is not capable of making the team. A student that has been released from a team is encouraged to participate in other school activities.

### **9.3) Conduct at Activities:**

When you are attending an activity, whether in Scribner-Snyder or an opposing community, you are representing Scribner-Snyder Community School. All students who are spectators or participants will conduct their action in a manner that is a positive and sportsmanlike. All cheering will be directed at our players and team. Negative outbursts will not be tolerated. Standing at any sporting event will not be permitted with the exception of the last two minutes of a varsity game. In Volleyball standing will be allowed on game point of a varsity game. A student may be suspended from participation in or attendance at extra-curricular activities for un-sportsmanlike conduct, fighting, use of profanity, or other acts of violence.

### **9.4) Transportation To and From Activities:**

If attendance is required for an activity in another town the school will provide transportation. All students representing Scribner-Snyder Community School in activities must ride school transportation to and from the event. The only exceptions to this rule are as follows:

- a) If it is an inconvenience for the parent to go back to Scribner to pick up their child or if the family is heading another direction we will allow them to take their child from the event. Each coach will have a form that the parents must sign. The coach or sponsor will then release their child into their care.
- b) If a parent is going to be out of town and would like their child to ride home with another set of parents they may do so if they sign a waiver at least a day in advance of the event. These will be available from the coaches.

**Students will never be released to ride home with brothers, sisters, boyfriends, girlfriends, etc. We release to the parents only.**

## **9.5) Activity Participation:**

Participation in student centered co-curricular activities or athletic events at Scribner-Snyder Community Schools are a privilege extended to each student. These guidelines will be outlined in the constitution of the activity. Students that fail to abide by the regulations that have been established may lose the privilege of participating.

A participation fee will be required to take part in school activities. An annual \$35.00 participation fee for students in grades 9-12, and a \$20.00 participation fee for students in 7th and 8th grades, with a family maximum of \$90.00 This participation fee would pertain to all student activities or extra-curricular activities other than dues-paying organizations (FBLA, FCCLA, FFA). **With this fee students will be given activity passes to all home activities.**

### **9.5.1) Eligibility Requirements:**

To participate in any senior or junior high school activity or athletic event, weekly eligibility must be maintained. Any student failing **any two or more classes** two weeks in a row will not be eligible to participate in any school activity the second week or days there after until less than two classes are failed. The eligibility week for the Scribner-Snyder School will begin at 8:00 a.m. on Monday and end at 7:59 a.m. on the following Monday. Grades 9-12 students ineligible due to poor academic progress may practice during the week, but cannot represent the school in public competition or participation because of their academic failure. This would include, but not be limited to: All athletic events, Instrumental and Vocal Music, FBLA, FCCLA, FFA, Speech, Play Production, and Dance. Any student on the ineligible list will **NOT** have passing privileges.

### **9.5.2) Permission to Participate:**

School sponsored events may require signed parent permission slips from home. Parents of students involved in athletic events will have signed a one-time parental permission form they sign at the beginning of each of the sports seasons.

## **9.6) Guidelines for Interscholastic Participation:**

### **9.6.1) PHILOSOPHY**

Interscholastic athletics and school-sponsored activities shall be an integral part of the total school educational program. Its main purpose is to provide educational experiences not provided in the curriculum, to develop learning outcomes in the areas of knowledge, skills and emotional patterns, and contribute to the development of better citizens.

### **9.6.2) OBJECTIVES**

- a) To provide outlets for students desiring to participate on terms in competition with other schools.
- b) To assist in the development of higher levels of strength, endurance and vitality.
- c) To teach good sportsmanship, character and sociability.
- d) To develop the health of each individual so he/she will be a contributing member of society.
- e) To develop ideals of self-sacrifice and denial.
- f) To help develop skills that has carry-over value of worthy use of leisure time.
- g) To create an atmosphere of unity to foster a school spirit growing out of the school's athletic and activity endeavors, a spirit that will make the educational process more effective.

### **9.6.3) TRAINING AND PARTICIPATION RULES FOR ALL SPORTS/ACTIVITIES**

1. Any student observed smoking, chewing tobacco, using illegal drugs, or drinking alcohol by an employee of the school district or if apprehended by any law enforcement officer and formally charged during the school year which starts June 1<sup>st</sup> and ends May 31<sup>st</sup> the following will result:

#### **First Offense:**

- a) Suspension from public performance in activities for two (2) weeks (which must include at least two (2) activities).
- b) Recommended evaluation/treatment for chemical abuse

#### **Second Offense:**

- a) Dismissal from activity participation for the remainder of the school year.
- b) Suspension from public performances in activities for four (4) weeks (which must include at least (4) activities) if evaluation/treatment for chemical abuse is verified.

#### **Third Offense:**

Dismissed from all activities for the remainder of the school year regardless of treatment.

The dates when suspension starts and ends will be determined by the administration. During the 1<sup>st</sup> and 2<sup>nd</sup> offense students will participate in practice sessions.

2. Swearing and disrespect will not be tolerated. Those guilty will receive suitable punishment by the coach/sponsor and /or administration. If swearing or disrespect continues, the student will be dismissed from the team/activity.
3. Any conduct unbecoming to an athlete or activity participant that in general reflects poorly on the program or the school may result in the participant being expelled from the program. This decision will be a joint one between the coaches/administration/sponsors in that activity.

#### 9.6.4) ATHLETIC & ACTIVITY GENERAL INFORMATION

1. If an athlete is under medical advice not to participate in athletics, he/she will not be allowed to do so regardless of the feelings of the athlete, his/her parents or the coach.
2. Health Examination Form – The head coach will ensure that each squad member has submitted a health examination form signed by his/her doctor and parents prior to practice of that sport. These forms are kept in supply with the Athletic Director. Completed files will be kept in the High School Office for referral.
3. Individual Insurance – All **football squad members must have individual insurance** before they are permitted to practice.
4. Dress of team members on out-of-town trips will be clean, neat and in good taste.
5. A team/activity member may not practice with the team or activity group or play in an athletic contest or activity if he/she has missed **any part** of the school day unless the principal gave prior approval.
6. There will be no Sunday activity or athletic practices unless there is a **district or state** game, match or an activity on the following Monday.
7. If practices are held during school vacations or holiday periods, excluding pre-season practice in the summer, students will be encouraged, but not required, to participate.
8. There will be no activity practice when school has been called off because of stormy weather. On early dismissal days due to heat practice times will be determined by the administration.
9. There will be no use of school facilities during the NSAA mandated moratorium over Christmas Break.
10. Proper grooming is expected of every activity participant. Proper grooming would include, but not be limited to:
  - a) Hair neatly trimmed at an acceptable length.
  - b) No facial hair; Sideburns no longer than the bottom of the ear lobe.
  - c) Tattoos are not to be visible; tattoos not covered by clothing will be covered with tape or appropriate materials.

**9.7) Instrument Contract:**

This contract states that the instrument owned by the Scribner-Snyder Community Schools and listed below is checked out to \_\_\_\_\_.

It is understood that the student, whose name appears on this contract, is responsible for this instrument during the current school year, (summer if stated). Damage or loss of this instrument not covered by insurance, will be paid for by the student. This insurance is mandatory of all student rented school instruments and the premium of said insurance is to be paid by the renter of the instrument.

A \$35.00 rental fee will be assessed on all rented school instruments and is to be paid to the school by the instrument renter.

DATE OF SCHOOL YEAR: \_\_\_\_\_

BRAND NAME: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

CONDITION: EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR \_\_\_\_\_

DESCRIBE INSTRUMENT:

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

## **9.8) Sportsmanship, Ethics, and Integrity:**

The Board of Education and Administration recognize the values that are developed when students have an opportunity to participate in organized extracurricular activities.

These values are a result of hard work by the participants, the coaches, and the support of the fans. We expect our students, participants, coaches/sponsors, and spectators to maintain at all times sportsmanlike behavior, ethical conduct, and demonstration of integrity.

To allow the participants to do so without interference, and to permit sponsors and officials of extracurricular activities to perform their duties without interference we must have the support of our spectators. In order to do this the following provisions are in effect, but not limited to:

1. Abusive, verbal, or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or conduct that interferes with the administration of the activity will not be tolerated.
2. The use of vulgar or obscene language directed at participants, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

We want our spectators to maintain self control at all times, show support and enthusiasm by cheering for our team not degrading the participants, applaud outstanding performances of all athletes, know and understand the rules of the contest, and lastly, respect the effort and decisions by our coaches and the officials.

## **9.9) Concert / Play Production Decorum:**

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

**In an effort to ensure this performance we ask the following etiquette of all audience members:**

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

Those that interfere with the performances in any manner will be asked to leave.

## **9.10 Scribner-Snyder Organizations:**

We offer a number of opportunities for our students to get involved in clubs and groups. Organizations that have constitutions developed include:

FFA  
FBLA  
FCCLA  
NHS  
Student Council  
SS Club (Spirit and Letter Club)

## **10.0) DISCIPLINARY AND SUSPENSION PROCEDURES**

It shall be the policy of the Scribner-Snyder Schools to comply with the Student Discipline Act of 1994. (Neb. Rev. Stat. Sections 79-254 through 79-294). It is the purpose of this policy to ensure that students receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process. This is prior to being subject to emergencies exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

### **I. Definitions**

Superintendent means Superintendent or his/her lawful designee.

Principal means Principal or his/her designee.

### **II. NOTICE TO STUDENTS AND PARENTS**

It shall be the duty of the Superintendent or his/her lawful designee to provide clear notice to each student and his or her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian through the Student Handbook or other means on an annual basis. In the event there are changes in the rules and standards, the Superintendent or his/her designee shall make reasonable effort to distribute the text of such changes to each student and his/her parent or guardian.

### **III. STUDENT CONDUCT**

The following rules and regulations are designed to establish order and to protect all members of the educational community in the exercise of their rights and responsibilities on school grounds or during an educational event or function off the school grounds. These statements are outlined for uniform understanding of the practices and procedures used in the Scribner-Snyder Community Schools. Setting and enforcing rules for appropriate student conduct shall be the responsibility of the Superintendent or his/her designee. He/she may delegate such authority to the Principal, faculty and as appropriate, other school employees, but shall ensure that rules and enforcement measures are reasonable.

#### **III.-1. GENERAL AREAS OF PROHIBITED CONDUCT.**

Any student 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 that interferes with the health, safety or well-being, or the rights of students or others is prohibited. The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this policy. The following is an enumeration of some of the main areas of conduct, which may lead to disciplinary action when such conduct occurs on school grounds, or in a school-owned or utilized vehicle, at an educational function, or an athletic, or any other school-sponsored function.

- A. Use of violence, force, noise, coercion, threats, intimidation, fear, insubordination or other similar conduct is prohibited.
- B. False communication about a bomb or other explosive or harmful device in or on school grounds.

- C. The willful causing or attempting to cause damage to private or school property.
- D. Stealing or attempting to steal private or school property.
- E. Causing or attempting to cause physical injury to others, including the throwing of objects or materials which would cause physical injury, except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary.
- F. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.
- G. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally known to be a weapon.
- H. Violation of the Gun-Free School Act under LB 1250, LB658, any Nebraska State or Federal law of statute.
- I. Engaging in the unlawful selling, possessing or dispensing of tobacco, alcoholic beverages, narcotics, drugs, controlled substances, or inhalant.
- J. Engaging in the selling, using, possessing, or dispensing of unauthorized or illegal substances such as alcoholic beverages, narcotics, drugs, controlled substances, or inhalants.
- K. Truancy or failure to attend class or activities.
- L. Tardiness to school, assigned classes or scheduled activities.
- M. Using 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, national origin, or religion, and which, by school standards is considered vulgar or obscene.
- N. Repeated violation of any valid rules of conduct established under this or other Board Policies.
- O. Loitering on school property before or after assigned classes without the permission of a staff member.
- P. Causing a false fire alarm.
- Q. Trespassing, i.e., being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when instructed to do so by school officials.
- R. Unlawful assembly, i.e., assembly that disrupts the educational process.
- S. Engaging in sexual assault or attempted sexual assault on a school employee, student or any other person, or engaging in public indecency as defined by Nebraska Statute.
- T. Engaging in any unlawful activity as determined by the laws of the United States or State of Nebraska.
- U. Failing to follow the appropriate instructions of school staff, including the employees of other school districts when participating in joint activities, and/or engaging in insubordinate conduct toward school staff.

In addition to these general rules, other policies in this section outline specific rules of conduct.

### III.-2. POSSESSION OF PROHIBITED ITEMS.

It shall be the policy of the Scribner-Snyder Community School that students shall not possess illegal, dangerous or prohibited items in school, on school grounds, or at school-sponsored or school-related activities whether at home activities or away activities. These items shall be deemed as contraband and shall be subject to seizure by school officials and, if appropriate, can be turned over to law enforcement authorities. Students possessing such items are subject to disciplinary procedures up to and including expulsion from school in accordance with this board policy.

Contraband items shall include, but not be limited to: drugs and other controlled substances within the meaning of state law, alcoholic beverages, behavior-affecting substances, weapons, tobacco in any form,

poisons and other items deemed dangerous to the health of the possessor or others, drug paraphernalia, look-alike drugs, missing and stolen property. In addition, the administration may prohibit, at its discretion, items, which create a nuisance or threaten to cause disruption to the learning environment of the school.

Definitions of:

Drugs, controlled substances, drug paraphernalia, school property, contraband, etc.

**"Possession"** is defined as a situation in which a student has on his/her person, within his/her personal property, or under his/her control a contraband item on school property or at a school-sponsored or school-related activity.

**"Behavior-affecting substances"** include alcoholic beverages or any other behavior affecting chemical or any controlled substances within the meaning of Nebraska Statutes, including but not limited to "uppers," "downers," "barbiturate," "amphetamines," "LSD," "heroin," "marijuana," "hashish," "cocaine and its derivatives and non-controlled substances," such as glue, to the extent to which any such substance is used or is intended to be used for the purpose of mood or behavior alteration. This definition excludes medication properly prescribed by a physician for the possessor and used in conformity with school regulations on the use of medication.

**"Drug paraphernalia"** includes all equipment, products and materials of any kind which are used, intended for use, or designed for use, in manufacturing, injecting, ingesting, inhaling or otherwise introducing into the human body any contraband item.

**"Look alike drugs"** are defined as any substance that is not a controlled substance by which, by the appearance of the dosage unit, including, but not limited to, color, shape, size, or markings, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

**School officials may inspect "School properties," including student lockers,** at any time to seek out contraband items, or in the general interest of the maintenance of health and safety. Although lockers are assigned to students for their use they are exclusively the property of the school district. It shall be the duty of the administration to inspect these frequently for damage, vandalism and for the purpose of finding lost and missing items or contraband and prohibited items. Students are to be informed as to the nature of items that can be property kept in a locker and items, which are prohibited.

If items of **"contraband"** which are illegal are found during a search, these items may be turned over to law enforcement authorities and the possessor may be referred for prosecution. In addition, the administration shall take appropriate disciplinary action in line with this board policy and other relevant policies and regulations. Notification of parents will be made in accordance with existing policies and regulations.

As in all disciplinary matters, the administration shall, in making its decision on appropriate discipline, take into account the nature of the offense, previous offenses, the behavioral history of the student and considerations relevant to maintaining an appropriate learning environment. In all cases, it is the policy of the school district to take positive action through education, counseling, parental involvement, medical referral and law enforcement or social services referral in the management of students in possession of contraband items.

#### IV. DISCIPLINARY PROCEDURES

Section V. of this policy outlines procedures for disciplinary action involving short-term or long-term suspension and expulsion. This section outlines a variety of approved disciplinary procedures of a less serious dimension. Such procedures include, but are not limited to:

- (1) Counseling students and conferring with parents as appropriate.
- (2) Detention before or after school or during recess periods.
- (3) Requirements to revise assignments or prepare additional assignments.
- (4) Restriction of extra-curricular activities.
- (5) Isolation and in-school suspension. In-school suspension does not involve the loss of educational benefits since the student is assigned to a location within the school and provided with academic activities. Therefore the procedures described in Section V below do not apply to in-school suspension.
- (6) Saturday School: Each Saturday School hour served will replace 2 hours of detention or in-school suspension. The purpose of the Saturday School is to provide discipline without requiring a student to miss any class time.
- (7) Recommendation for professional counseling.
- (8) Logical consequences of the initial behavior such as repairing or reimbursing the cost of damaged items.

Teachers may remove students from class on a short-term basis pending a conference with the Principal or Superintendent. The students shall be accompanied immediately to an administrator's office. Only an administrator shall make long-term or permanent re-assignment of a student.

Corporal punishment of students is prohibited in the Scribner-Snyder Community Schools and by state law. However, nothing in this policy shall prevent the reasonable use of force by employees to prevent a student from injuring himself/herself or others or to remove from the scene a student whose behavior presents a danger to himself/herself, others, or the orderly functioning of the school. All incidents involving the use of force are to be reported in writing to the Superintendent of Schools within 24 hours of their occurrence. The use of physical activity, such as exercises, as a punishment is also prohibited. However, this statement shall not be interpreted to limit non-punitive activity that is an appropriate part of the curriculum in Physical Education or to restrict non-punitive conditioning in athletics.

Teachers and Administrators are encouraged to make maximum use of parental support in maintaining discipline and or effective learning environment. Frequent conferences and contacts on both positive and negative behavior are appropriate.

## **V. EMERGENCY EXCLUSION/SUSPENSION/EXPULSION/MANDATORY REASSIGNMENT.**

Scribner-Snyder Community Schools adheres to the Student Discipline Act of 1994, Nebraska Rule 51, IDEA (originally P.S. 94-142), section 504 of the Rehabilitation Act of 1973 and other appropriate state and federal laws and regulations with respect to emergency exclusion, suspension, expulsion, mandatory reassignments and the due process rights of students.

### **V-1. INFORMAL CONFERENCES**

Before any student is excluded, suspended, expelled, or mandatorily reassigned for a violation of the district's code of student conduct, such student will attend an informal conference with the Superintendent, Principal or his/her designee. During this conference, the Principal will inform the

student orally or in writing of the allegations against him/her, including an explanation of the evidence relating to such allegations. If the student denies or disputes the stated allegations he/she will be given the opportunity to give his/her version of the events relating to the allegations. In emergency situations, the Principal may waive the informal conference, but he/she shall schedule a conference with the student and his/her parent or guardian as soon as such a conference is practical.

#### V-2. GUIDELINES ON MAKING UP WORK.

It shall be the policy of the Board of Education to direct the Superintendent of Schools to develop and adopt the guidelines to be used in determining whether and to what extent a student who is given an emergency exclusion or short-term suspension pursuant to this policy may be given an opportunity to complete any class work, including, but not limited to, examinations missed during the period of suspension. The Superintendent or his/her designee shall take into consideration such things as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educationally relevant outcome. Such guidelines as the Superintendent or his/her designee may develop shall be provided to the student and parent or guardian at or prior to the time of suspension.

#### V-3. EMERGENCY EXCLUSION

A student may be excluded from school on an emergency basis for the following reasons:

- (a) Having a dangerous communicable disease.
- (b) Creating a danger to self or others.
- (c) Disrupting others' opportunity to learn.

1. Exclusion may not last longer than necessary to avoid the threats of the emergency. If longer than 5 days, there must be substantial compliance with the procedures provided for long-term expulsion (suspension).

#### V-4. SHORT-TERM SUSPENSION

A student may be suspended for as many as five (5) days for conduct, which violates the rules of the Board of Education as outlined in this policy. The following procedures apply:

- a. The Principal, Superintendent or his/her designee will make an investigation.
- b. The Principal or Superintendent may suspend the student after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
- c. The student will be given oral or written notice of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
- d. Within 24 hours (or such time as is reasonably necessary) following suspension, the administrator will:
  - (1) Send a written statement to student, student's parent/guardian describing the student's conduct or violation of the rule.
  - (2) Give reason for the action taken.
  - (3) Make a reasonable effort to confer with the parents/guardian before, or at the time the student returns to school.

V-5. LONG-TERM SUSPENSION/EXPULSION/MANDATORY REASSIGNMENT.

V-5-A. The following procedure will be followed for exclusion longer than five (5) days:

1. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
2. Within two (2) school days, a written notice must be sent by registered or certified mail or personal delivery to the student, the student's parents or guardian, informing them of the rights under State Statute.
3. This notice shall include the following:
  - a. Rule violated and summary of evidence.
  - b. Penalty, which the Principal has recommended.
  - c. Notice of right to a hearing.
  - d. Hearing procedures provided by this policy and appeal procedures.
  - e. A statement concerning the right to examine all records of the case.
  - f. A statement concerning the right to know the identity of witnesses who will appear and substance of their identity.
  - g. The written notice letter shall include a form for the student's parents /or guardian to request a hearing.

V-5-B. The following preliminary procedure must be followed if a hearing is requested within five (5) school days of the notice:

1. Superintendent or his/her designee must appoint a Hearing Examiner.
2. Hearing Examiner must give a written notice within two (2) school days after being appointed to principal, student, and student's parents or guardian of the time and place for the hearing.
3. Requirements to be a Hearing Examiner:
  - a. Has not brought the charges against student
  - b. Shall not be a witness at the hearing
  - c. Has no involvement in the charge; can be impartial
  - d. Must be available to answer any questions relative to the hearing
  - e. May be a school employee
4. The hearing must be held within five (5) school days after the request, but cannot be held without providing the Principal, student, and the student's parent(s)/guardian(s) at least two (2) school days notice. The Hearing Examiner for good cause may postpone the hearing.
5. The right to examine the record and written statements (including the statement of any witnesses for the school) prior to the hearing must be provided to the student, legal counsel, student's parent, guardian, or representatives.

6. If no hearing is requested, the punishment goes into effect on the 5th school day following notice. A hearing may be held, if requested after five (5) school days, but no later than thirty (30) calendar days following receipt of notice. If the student or the student's parent/guardian requests a hearing in more than 5 school days, but not more than 30 calendar days following receipt of the written notice, the hearing shall be held, but the imposed penalty shall continue in effect pending final determination. See Section V-5-D.
7. If more than one student is charged with violation of the same rule and if the students are charged with acting in concert, a single hearing may be held, unless the students' interests may be substantially prejudiced as determined by the Hearing Examiner.

V-5-C. The following rules apply when a hearing is conducted:

1. The following shall attend the hearing:  
Hearing Examiner, the student, his/her representative (if any), the student's parents or guardian, and if necessary, the counsel for the Board of Education.
2. Witnesses may be present only when testifying.
3. Anyone may be excluded by the Examiner if they disrupt the proceeding.
4. The student may speak on his/her own behalf and question witnesses; he/she may request not to speak; the student may be excluded, if necessary, when discussing the student's emotional problems.
5. The Principal shall present statements to the Hearing Examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian or representative prior to the hearing.
6. The Hearing Examiner is not bound by formal rules of evidence or other courtroom procedure.
7. The following persons may ask persons to testify at the hearing:  
The student, the student's parents, guardian or representative, the Principal and the Hearing Examiner.
8. Testimony shall be under oath; the Hearing Examiner may administer the oath.
9. The persons listed in (7) above, shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case to the extent provided by Nebraska state law.
11. The proceeding shall be recorded at the expense of the school district

V-5-D. After the hearing is concluded, the Hearing Examiner's recommendations and the reasons for the decision.

1. The report shall include the Hearing Examiner's recommendations and the reasons for the decision.
2. The report shall be reviewed by the Superintendent of Schools who may change, revoke or impose the sanctions recommended. Never may the Superintendent's sanction be more severe than the Examiner's recommendations.
3. Written notice of the recommendations by the Examiner and the determination of the Superintendent shall be sent by certified or registered mail or personal delivery to the student and the student's parent/guardian.
4. Upon receipt of the written notice, the determination of the Superintendent shall take effect.

V-5-E. The following procedures apply to appealing the Superintendent's determination to the Board of Education.

1. The student or the student's parents or guardian may appeal the Superintendent's determination to the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within seven (7) school days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested it will be held within a period of 10 school days after such request unless the time for the hearing is changed by mutual agreement of the student and Superintendent.
2. Hearing of the Board of Education:
  - a. At least (3) Board of Education members must be present.
  - b. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be part of the record.
  - c. The appeal must be held on or before the next regular Board meeting.
  - d. When the Board deliberates, it may re-open the hearing to receive evidence subject to the right of all parties to be present.
3. The Board may alter the Superintendent's determination, but may not impose more severe sanctions.
4. Final determination of the Board shall be personally delivered or sent by registered mail to the student and his/her parent or guardian.
5. Appeal of the decision of the Board is to the district court of the county where the action is taken. Appeal must be made within thirty (30) days after service of the final decision of the Board.
6. The appeal record shall consist of the charge, the notice, the evidence presented and the Hearing Examiner's findings and recommendations.
7. On appeal to a court, the record shall also consist of any additional evidence taken and any additional actions taken in the case.

## V-6. IMPOSITION OF PENALTIES PRIOR TO HEARING

Generally, penalties shall be imposed at the conclusion of the hearing and the Superintendent's determination or, if no hearing is requested within five (5) days, at the end of the 5th day. If the student or the student's parent or guardian requests a hearing more than 5 school days but not more than 30 calendar days following the actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided below.

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of:

- (a) Interference with an educational function or school purpose, or
  - (b) Personal injury to the student, other students, school employees, or school volunteers.
- Although the preferable practice is that the Principal make such determination in writing nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the day the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his/her findings with the Superintendent, if the Principal has made a determination as above described.

## **VI. MAXIMUM LENGTH OF EXPULSION.**

Except as otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect, if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent of Schools unless the School Board or Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the Board.

It is the policy of this School District to require the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted 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. For purposes of this policy, "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 or the Board of Education may modify such required expulsion on an individual, case-by-case basis. This policy shall not apply to: (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b) firearms which may lawfully be possessed by a person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

## **VII. ALTERNATIVES TO EXPULSION.**

The school district may suspend the enforcement of an expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program, which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district send its suspended or expelled students to any school, class, or program operating in the other districts. The rehabilitation program, if offered, may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension or enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district, by its Superintendent, may also take action to expunge the record of the expulsion action.

Nothing in this action shall be construed to require the district or administration neither to suspend the enforcement of any expulsion, nor to require the district to enter into any contract or other arrangement with another school district or districts to provide any programs as are in this section of the policy.

## **VIII. REQUIRED REPORTS TO LAW ENFORCEMENT AGENCIES.**

In the event the Principal knows or suspects that a violation of Criminal Code has taken place on school property or off school property at a school function, and when such act consists of any unlawful acts described in Section 79-268 (Reissue 1996), the Principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the Principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the Principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

## **IX. RELEASE OF STUDENTS TO "PEACE OFFICERS".**

Consistent with any other lawful policy of the district, when the Principal or other school official releases a minor student to a peace officer as defined by Nebraska State law, 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 such officer. The Principal shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the Principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

## **X. COORDINATION WITH OTHER DISTRICT POLICIES.**

Nothing in this policy shall be construed to modify any of the district's existing policies on student privacy, student records, or policies pertaining to the district's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

Legal reference: Neb. Rev. Stat. Sections 79-254 through 79-294, 79-295, 28-401, 28-1419, 49-801, 53-180.02, 79-526, 79-737; PL 101-226; 34 CFR, Part 86.

### **NOTICE OF NONDISCRIMINATION**

The Scribner-Snyder Community School does not discriminate on the basis of race, color, national origin, sex, disability, marital status or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

**Rick Kentfield, Superintendent**  
**400 Pebble Street Box "L"**  
**Scribner, NE 68057**  
**(402) 664-2568**

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

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

### **HANDICAPPED CHILDREN**

The Scribner-Snyder Schools requests your help in locating handicapped children. Schools implement the Federal Handicapped Children's Act (PL-94-142) which guarantees a free appropriate educational program for all children between the ages of 0 and 21 years of age. If you have a student or know of any young person with special needs between 0 and 21 years of age who is not enrolled in an appropriate education program please call or write to:

**Rick Kentfield, Superintendent**  
**400 Pebble Street Box "L"**  
**Scribner, NE 68057**  
**(402) 664-2568**

## **GRIEVANCE PROCEDURE (Board Policy 5114.3 adopted February 2007)**

Grievances, complaints and communications from all students should be initiated and processed in the following manner. This procedure is to be followed for any and/or all alleged acts of discrimination.

1. If a student has a grievance or complaint, the person should present the matter to the principal in an effort to resolve the problem informally. The grievance or complaint should be submitted in writing and should be signed and dated by the principal.
2. If the principal does not have the power or authority to resolve the problem, the principal shall immediately report it to the superintendent to be handled hereinafter provided.
3. If the grievance or complaint is one within the power and authority of the principal to resolve, the principal shall do so as quickly and diplomatically as possible.
4. If the grievance or complaint is not resolved by the principal in a manner satisfactory to the aggrieved party within seven (7) calendar days, the aggrieved party shall have authority to report the grievance or complaint to the superintendent. A copy of the grievance or complaint presented to the principal should be given to the superintendent. The superintendent should sign and date the grievance or complaint. This report shall be privileged and confidential. Upon receipt of such grievance or complaint, the superintendent shall conduct a personal investigation and undertake to resolve the problem.
5. If the superintendent fails to resolve the problem within ten (10) calendar days or if the aggrieved party is dissatisfied with the determination of the superintendent, the aggrieved party shall then submit his/her grievance or complaint in writing to the president of the Board of Education. The superintendent may forward a grievance or complaint to the president of the Board of Education if the superintendent believes the resolution of the problem is policy and not administration.
6. The Board of Education shall make an investigation, either as a board or by committee, and shall give the aggrieved party an opportunity to appear before the full board in person, either privately or accompanied by legal counsel, with the right to present facts and witnesses in full hearing. At the conclusion of such investigation, the Board of Education shall, within thirty (30) calendar days, render its determination in writing.
7. The elimination of grievances is for the best interests of the educational system, and no reprisal of any kind, implied, direct or indirect, shall be involved in grievance procedures.

**APPENDIX A  
TORNADO DRILL PROCEDURE  
ELEMENTARY BUILDING**

In the event of a tornado, everyone needs to take shelter. Evacuate the classroom and seek safer shelter. Everyone must be quiet, moving quickly and orderly, following directions.

List of classrooms and assigned areas:

**Main Building/Commons:**

1<sup>st</sup> Grade, 2<sup>nd</sup> Grade - **Boy's restroom in Commons**  
3<sup>rd</sup> Grade - **Girl's restroom in Commons**  
4<sup>th</sup> Grade, 5<sup>th</sup> Grade - **Boy's locker room in the shower area**  
6<sup>th</sup> Grade, Elem Library- **Girl's locker room in the shower area**  
Office Personnel/Kitchen Staff – **Business Manager/Supt. Offices**  
7-12 Gym Classes – **Storage Room off Commons Area.**  
7-12 Students at lunch – **Assigned Locations in the HS**

**Elementary Annex:**

Kindergarten - **Boy's restroom**  
Pre-Kindergarten - **Girl's restroom**  
Special Education Classroom – **Belsky's Office**  
Dunning's Classroom – **Dunning's Restroom**  
Computer Lab – **Boys in Boy's Restroom, Girls in Girl's restroom**

**REMINDER TO THE TEACHERS:**

All lights may be off. **ONLY** the emergency lights will be on.

Leave windows and doors open **IF POSSIBLE**. Students should walk quickly and quietly to the assigned area. If space permits, sit down, put your head down and cover their head your hands. If necessary remain standing in the secured area. If there are small windows in the area, face away from the window for safety from flying glass.

The signal for a tornado warning will be the city civil defense siren followed by an announcement over the P.A. system to take cover.

**EVERYONE WILL REMAIN IN THE SHELTER UNTIL THE ADMINISTRATOR GIVES AN ALL CLEAR CALL.**

Please inform all students of this procedure and instruct them that they must move as quickly and quietly as possible. They must also be quiet in the shelter area.

## **TORNADO DRILL PROCEDURE HIGH SCHOOL and VOCATIONAL BUILDINGS**

In the event of a tornado, everyone needs to take shelter. Evacuate the classroom and seek safer shelter. Everyone must be quiet, moving quickly and orderly, following directions.

List of assigned areas:

### **Vocational Building:**

Art, FCS, Study Hall - Boys will go to the **Boy's restroom** and the girls will go to the **Girl's restroom** in the **Vocational Building**.

T & I and Ag classes will go to the **northwest corner of the classroom** off the shop in the **Vocational Building**.

### **H.S. Building:**

Grades 7-9 are to exit rooms and go down to the **west side of the high school gym under the balcony**.

Grades 10-12 are to exit rooms and go down to the **east side of the high school gym under the balcony**.

### **Music Building:**

Students will go to the **Boy's restroom** the **Girl's restroom** and the two **storage rooms** in **Music Building**.

### **REMINDER TO THE TEACHERS:**

All lights may be off. **ONLY** the emergency lights will be on.

Leave windows and doors open **IF POSSIBLE**. Students should walk quickly and quietly to the assigned area. If space permits, sit down, put your head down and cover their head your hands. If necessary remain standing in the secured area. If there are small windows in the area, face away from the window for safety from flying glass.

The signal for a tornado warning will be the city civil defense siren followed by an announcement over the P.A. system to take cover.

**EVERYONE WILL REMAIN IN THE SHELTER UNTIL THE ADMINISTRATOR GIVES AN ALL CLEAR CALL.**

Please inform all students of this procedure and instruct them that they must move as quickly and quietly as possible. They must also be quiet in the shelter area.

**Scribner-Snyder Community Schools**

**P.O. Box L  
400 Pebble Street  
Scribner, NE 68057**

**ELEMENTARY: Phone: 402.664.2568 Fax: 402.664.2708**

**HIGH SCHOOL: Phone: 402.664.2567 Fax: 402.664.2407**

To insure receipt, knowledge, and understanding of the rules and regulations of the Scribner-Snyder Community Schools, we are required to have on file a copy of this acknowledgement form showing you have received a copy of our school policies.

In particular, be familiar with those procedures pertaining to attendance, graduation requirements, student conduct, computer use, activities and discipline.

The form below the dotted line must be signed and returned to the office. **A student will be excluded from participation in the school activities program and computer network if this form is not returned by date mentioned.**

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**2009-10 PARENTAL and STUDENT ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Remove, sign and return to the High School office by Friday, August 28, 2009.**