**SCRIBNER-SNYDER ELEMENTARY SCHOOLS**

**![MC900446302[1]]()**

**STUDENT/PARENT**

**HANDBOOK**

**2018-2019**

**Table of Contents**

Article:

Educational Philosophy

Mission Statement

Beliefs

Principal's Vision

Student Responsibility

Aims and Purposes

Homework

Helpful Hints

Class Offerings

Communications

Student Assistance Team (SAT)

School Wide Title

Response to Intervention

School Day

Visitors

Breakfast and Lunch Program

Procedure for accepting and filing complaints

 or discrimination in NE school meal programs

Reporting to Parents

Absences

Tardiness

Leaving School During the Day

Doors Locked/School Saftey

Dismissals and Delayed Openings

Cold and Severe Weather

Bus Schedule for Late Start Days

Student Transportation Information

Rights and Responsibilities

Conduct and Discipline

Cell Phones

Discipline for Classroom Behavior

Discipline for Fighting

Book Fines

Lost and Found

Playground Rules

Equipment Use

Use of the Gym

Dress and Appearance

Safety

Concert / Play Production Decorum

School Supplies

Fund Raising Projects

Achievement Tests

Emergency Contact Person

Birth Certificate

Admission of Children

Immunization Standards

School Nurse/Designee

Records

Medications

Contagious and Communicable Diseases

Head Lice, Mites, etc.

Asthma/Anaphylaxis Protocol

Aids Affected Children

Parental Vacations

Parties

School Pictures

Telephone

Special Note for Parents

Appendix A

Procedure for Exclusions, Suspensions,

 Expulsion and Reassignment

Appendix B

Tornado Drill Procedures

Appendix C

Drug Free School

Appendix D

Acceptable use of Computer, Technology, and the Internet

Appendix E

Internet and E-mail access permission letter to parents and

Violation Notice

Notice of Non-Discrimination

Annual notice of Asbestos Management Plan

Harassment Policy

Student Grievance Procedures

Parent Signature Page

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

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

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

Small School – Big Education

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

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

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

1. We believe that all persons have equal worth and dignity.

2. We believe that every individual has the inherent right to an

 education commensurate with his/her abilities.

3. We believe that the commitment of students, staff, parents and

 patrons determine the quality of education.

4. We believe that learning is a life-long process.

5. We believe that educators are role models.

6. We believe that education will support the democratic system.

7. We believe that education will lead to a rewarding use of leisure

 time and an awareness of physical and mental wellness.

8. We believe that every person can learn.

9. We believe that the quality of education must not be compromised by

 cost.

10. We believe that education in a rural setting is rewarding and

 satisfying.

11. We believe that education will strengthen the moral character of

 the individual

12. We believe that each person has the opportunity for success.

13. We believe that education will give an awareness of individual

 cultures.

14. We believe that education will help prepare people for productive

 and rewarding vocations.

15. We believe that each individual should be challenged to develop

 their talents to their fullest potential.

**PRINCIPAL'S VISION**

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

**STUDENT RESPONSIBILITIES**

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

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

Your responsibilities as a student are as follows:

-To apply yourself to the best of your ability to the learning tasks assigned.

-To attend school regularly and punctually.

-To act in a manner that will enhance the learning environment usefulness.

-To abide by school regulations and to assist in their enforcement and development.

-To expect that each student makes a sincere effort to succeed.

**AIMS AND PURPOSES**

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

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

**HOMEWORK**

The matter of homework is left to the individual teacher; work will be assigned with as a way to re-enforce and practice concepts. Enough time will be allowed for the student during the day to get most of his/her work done. We feel that a certain amount of homework for the older students is necessary as training for Junior-Senior High School and as a means of building self-discipline and self-confidence. While we do not advocate parents doing their child's homework, having homework does serve the purpose of letting parents know what is going on in school.

**HELPFUL HINTS**

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

**CLASS OFFERINGS**

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

**COMMUNICATIONS**

Teachers will be sending home weekly information via the “Friday Folder”, we encourage you to be an active parent and review your child’s work with them as way to show you have an interest what they’re doing in class. There will be a newsletter mailed out on a bi-monthly basis letting you know of any up-coming events during the school year. We also encourage you to check out the school’s web-page for current events and lunch menus. We feel that it’s important for you to know these dates for personal planning. The school district also has a telephone message system that will be utilized to inform constituents about timely situations/events. At the beginning of the school year we will be asking for current phone numbers so they can be entered into this system. This system is also be used to keep you informed about your current balance on your child or children’s lunch bill.

**STUDENT ASSISTANCE TEAM (SAT)/MDT/IEP**

Our school has a Student Assistance Team (SAT). This is a group of teachers, parents, and administrators who confidentially work to help students over-come any problems. Students are referred to the SAT team by parents or teachers. After the appropriate amount of SAT meetings (6 or less) if the team feels the strategies that were put in place to assist the student aren’t working, that students will then be referred to have a MDT so possible deficiencies can be identified, and a possible IEP can be created.

**SCHOOL-WIDE TITLE I**

Starting in the 2012-13 school year SSCS has been approved by the NDE to be a School-
Wide Title I school system. Parent may request and the district will provide information regarding teacher qualification.

**RESPONSE TO INTERVENTION (RtI) and i-Ready**

Students who score poorly on the DIBELS Next diagnostic test in reading may be referred to the RtI program. Here students will receive additional one-on-one teaching to help the student reach his/her benchmark for their current grade level. Currently, SSCS uses a variety of intervention programs to assist the student, including but not limited to the following: Sound Partner, Read Naturally, Rewards, Lively Letters, and Corrective Reading.

Students needing assistance with their math skills may participate in the i-Ready Math Program. This program is a computer based system that students will do in addition to their Saxon Math program. The goal of the program will be to improve deficient skills in all areas of the math curriculum.

**SCHOOL DAY**

School will start promptly at 8:00 a.m. with all students in their seats at that time. Students should try not to arrive at school before 7:30 a.m. Those students eating breakfast need to report to the commons area. Starting in the 2012-13 school year elementary classes will not be dismissed until 3:28 p.m. Teachers will be available to assist your child before school from 7:30-8:00 a.m., and after school until 4:00 p.m. on a daily basis (except on Fridays).

**VISITORS**

Parents are not only invited to visit school, but are strongly encouraged to do so. If parents have the time, it is always helpful to see what is going on in the school and parents are always welcome with or without prior notice. The only thing we ask is that the visitors check in at the office to pick-up a visitors badge so that we know who is in the building. Students from other schools are also permitted to visit classrooms with administration permission.

**BREAKFAST AND LUNCH PROGRAM**

Parents are encouraged to apply for free and reduce lunches; this status is confidential and not only help with your family’s ability to pay for your child’s lunch, but also helps the school district receive addition funding from both the state and federal government. Forms to apply for the free and reduced lunch programs are available in both the elementary and high school offices.

The school district encourages all families to deposit money in their family’s lunch 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.

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 will be called via the school wide calling system. Students in grades K-12 will now be using their 4-digit code in line. This number will be issued to them at the beginning of the year.

**PROCEDURE FOR ACCEPTING AND FILING COMPLAINTS OF DISCRIMINATION IN NEBRASKA SCHOOL MEAL PROGRAMS**

1. 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.

**REPORTING TO PARENTS**

The system for reporting to elementary school parents includes both written reports and parent-teacher conferences. The conferences are considered more important because printed forms usually do not communicate as well as people meeting face to face. Parent-Teacher Conferences will be held during the schools year. The first conference will be held in the fall. Conference time will be scheduled for an individual with your child's teacher. If this conference is too short, another time can be arranged at the convenience of the teacher and parent. A second conference will be held in the spring with the same format.

In addition to teacher conferences, written reports will be sent to parents in their “Friday Folders” (as stated above). Also, students will be personally recognized by appropriate certificates denoting academic achievement during the school year.

**Grading System**

In Grades 3, 4, 5, and 6 grades we have a dual grading system. There will be numerical grades given for student achievement in each area.

 (A+) 99-100 (A) 96-98 (A-) 93-95 (B+) 91-92 (B) 88-90

 (B-) 86-87 (C+) 84-85 (C) 80-83 (C-) 78-79 (D+) 76-77

 (D) 73-75 (D-) 70-72 (F) 69 and below

These grades will take into account the student abilities, but also will measure how well the student is doing when compared with the overall average. These grades will also be explained during Parent-Teacher Conferences. If you have any questions in regard to your child's progress at any time during the year, please contact the school and set up a time with the classroom teacher.

Starting in the 2013-14 school year “Extra” classes (i.e. – P.E., Art, Library, etc.) may be graded on a Pass/Fail basis vs. a numerical grade as listed above. This option will be determined by your child’s teacher.

**ABSENCES**

**If your child is going to be absent for the day, please call the school by 9:00 a.m. Students absent from any part of the school day for illness should not be permitted to participate or attend activities after school or that evening.**

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

Parents will be notified by letter when absences reach 10 per semester, and again when absences reach over 10 days of unexcused absence per semester and a conference between the principal and the parent may be requested to discuss options for improving attendance.

Unexcused absences of 20 days or more during the school year will result in the principal contacting the Dodge County Attorney. When this happens the county has protocols in place the school will be obligated to follow. Typically warning letters will be sent out to the parent or guardian prior to a student reaching his/her 20 day mark.

**TARDINESS**

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

**LEAVING SCHOOL DURING THE DAY**

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

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

Student absences will be calculated and entered into Power School by office personnel. Any absence from school will affect a student’s perfect attendance unless a student brings a doctor’s note. When we receive these notes students will be excused for their absences, but must be submitted 3 days of the doctor’s office visit.

**Doors Locked/School Saftey**

At the end of the 2017 school year, the school district installed a new security lock system in all of our buildings so all the doors could be locked. With their installation access to our buildings will be limited to 7 sites. Staff will be issued security swipe cards and will escort students between buildings as needed. For school safety the school district asks that these entries remain locked and that no obstacles are placed in the doorway to block them open.

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

**DISMISSALS AND DELAYED OPENINGS**

In the case of early dismissal, students and parents will be notified in advance via the district wide calling system. In the event of a late start, there will be NO PRE-SCHOOL.

**COLD AND SEVERE WEATHER**

In cases of severe weather (cold or rain) students will remain indoors during the lunch period. The students need to dress appropriately for the weather. During the winter cold, please make certain they wear warm coats, scarves, gloves or mittens and boots if necessary. There are days that it would be good for the students to be outside at a recess so please make certain that they are properly dressed.

**BUS SCHEDULE FOR LATE START DAYS**

When the weather causes school to begin at any time other than normal, parents will be notified in advance via the district wide calling system about adjusted bus times.

**\*\*A Missed Bus Departure--becomes the responsibility of the parent to see that their student gets to school.**

**STUDENT TRANSPORTATION INFORMATION**

**WHILE RIDING THE SCHOOL BUS**

1. The driver is in full charge of the bus and the students. Students shall comply promptly and cheerfully with his requests.

2. Upon entering the bus the student shall immediately be seated. The driver may assign seats to the students. Seats may not be reserved by students. Students are to remain seated. Arms and legs are not to be extended into the aisle.

3. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate actions or language, may forfeit the right to ride on the bus.

4. Unnecessary conversation with the driver is discouraged.

5. During the bus trip students shall remain in their seats.

6. Teasing, scuffling, holding, hitting or using hands, feet or

 body in an objectionable manner which can cause distraction or

 injury to occupants of the bus is not permitted.

7. No part of a student's body shall be extended through a bus window. Windows and doors are opened or closed only by permission of the bus driver.

8. Student use the emergency exit door only when an emergency exists.

9. When the bus is stopped for a railroad crossing, students must be quiet.

10. Damage to the bus by a student shall be reported to the driver. In cases of malicious damage, the school district expects to be compensated for the damage.

11. Students wishing to ride the bus on a temporary basis are required to get permission from the principal by submitting a written request stating the date, time, and reason for the request prior to boarding.

12. Students are not allowed to bring toys or other electronic devices on the bus; it has been our experience that these items could be lost, stolen, or broken. If items are brought to school, students do this at their own risk.

**UPON LEAVING THE SCHOOL BUS**

1. Students shall not leave their seat until the bus comes to a full stop and the driver has opened the door.

2. Students should always cross the road in front of the bus AFTER the driver gives the signal and they have looked both ways to make sure they can cross safely.

3. Students will be discharged only at the approved school bus stop unless a written exception by a parent or school official has been given to the driver.

4. Students should go directly from their bus stop to their home.

5. Students wishing to ride the bus on a temporary basis are required to get permission from the principal by submitting a written request stating the date, time, and reason for the request prior to boarding.

**DISCIPLINE AND PENALTIES**

1. A school bus driver has the authority and the responsibility to discipline pupils on the school bus.

2. Violation will be reported to the school principal and then to the parents.

3. Riding the school bus is a privilege not a right, if students can’t control themselves, or cause disruptions, they may be removed from being transported. If this occurs, the parents will be responsible to get your child or children to school.

**DEPARTURE**

Students K-6 will be dismissed on regular class days at 3:28 p.m. All students are expected to depart for home immediately, unless they are held by a teacher, included in an after school activity or are waiting for their ride to pick them up. Loitering in the school building or on the school grounds will not be allowed. Students are to go directly home after school or as otherwise directed by their parents. Do not ride with or talk to strangers. Students are reminded to stay off lawns and homes or buildings on their way to and from school. Throwing snowballs is strictly forbidden. We encourage students who are walking from the Scribner Center to cross Pebble Street following the direction of our crossing guards and to proceed down Fifth Street on the sidewalks.

**RIGHTS AND RESPONSIBILITIES**

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

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

**CONDUCT AND DISCIPLINE**

Proper care and use of buildings and equipment is a responsibility which has been entrusted to the staff and students of the school by the patrons and tax payers of the school district. We intend to continue to emphasize the importance of good citizenship.

Students will:

1. Respect school and personal property

2. Obey every staff member at all times

3. Keep hands, feet and objects to yourself

4. Use only appropriate language and actions

5. Respect and be sensitive to the feelings of others

6. Walk and talk quietly

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

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

However, the school cannot serve the function or discipline without the cooperation and understanding of parents. For this reason, we will be in touch with the parents whenever a problem arises and we earnestly encourage parents to contact the school if there are any questions they might have.

**CELL PHONES AND ELECTRONIC DEVICES**

All electronic devices such as games, I-pods, and cell phones interrupt the educational day and should not be brought to school. If items are brought to school the school is not responsible if these items get lost, stolen or broken during the school day. If a parent feels their child must have a cell phone before or after school, the cell phone should be given to their teacher during the school day.

**DISCIPLINE FOR CLASSROOM AND SCHOOL BEHAVIOR**

Teachers will deal with classroom discipline as needed. In cases where it is necessary for the principal to be included, due to repeated offenses or the nature of the offense, a number of actions may be taken. In all cases, an attempt to find out the cause of the misbehavior will be made.

If a student’s conduct presents a clear threat to the physical safety of others, or is extremely disruptive to the learning environment, the disruptive student will be temporarily removed to preserve the right of other students to pursue an education.

A student that is continuously disrupting to a class and who will not cooperate with the classroom teacher may receive an in-school suspension. In-school suspension is when a student is suspended from regular classroom activities and will be required to do all work outside the classroom. Parents will be called and informed of the suspension and the reasons thereof.

Suspension may be either in-school or out of school and may vary from a short term suspension (1-5) days to a long term suspension (more than five days). For all procedures of suspension, expulsion and mandatory reassignment refer to Appendix A.

**DISCIPLINE FOR FIGHTING AND BULLYING**

Fighting on school grounds is prohibited. Incidents of fighting should be reported to the principal. The principal will give the student(s) the appropriate punishment based on the circumstance; when incidents happen the parents will be notified.

If a student is experiencing repeated teasing, or inappropriate physical contact from their peer(s), please follow the chain of command (teacher, principal, superintendent). Students have also been instructed to report these acts to an adult as soon as they happen; the staff or administration will do our best to make sure incidents are investigated and that proper follow-up occurs

**BOOK FINES**

Textbooks and library books lost or damaged by students will result in fines being assessed by the respective teachers.

In assessing fines for books an attempt will be made to estimate wear on a five year basis. The cost of the book may be listed on the plate in the cover. Any damage fines should not exceed the estimated current value of the book.

A - Lost Book - new unit cost B - Torn page - $.25 per page

C - Page missing - $1.00 per page D - Broken binding - New Unit

E - Ink mark - $.25 per page F - Destroyed book - new unit cost

**LOST AND FOUND**

We have instructed the custodians that any item found on the floor in the hallways after school is to be turned in to the lost and found box found in the elementary office. After a length of time, unclaimed items will be turned over to the Salvation Army or Goodwill.

**IT WOULD BE VERY HELPFUL IF ALL OUTER CLOTHING SUCH AS COATS, MITTENS, AND OVERSHOES COULD BE MARKED SO THE OWNER CAN BE IDENTIFIED.**

**PLAYGROUND RULES**

The following rules will be observed on the playground and the playground equipment.

The playground teacher, teacher aide or playground supervisor has the authority to discipline, to remove students from a game, or from the playground. Talking back to the person in charge will not be tolerated. Breaking these rules could result in the loss of recess for the student.

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

1. NO SWEARING LANGUAGE WILL BE ALLOWED.

2. NO THROWING OR KICKING SNOW DURING THE WINTER SEASON.

3. ONLY STUDENTS WITH SNOW BOOTS AND SNOW PANTS WILL BE PERMITTED TO PLAY IN SNOW.

4. STUDENTS WILL NOT BE ALLOWED TO PLAY OR SLIDE ON THE ICE.

5. WHEN THE PLAYGROUNDS ARE MUDDY - NO ONE IS ALLOWED TO PLAY OFF THE CEMENT.

6. NO BALLS CAN BE THROWN AT A PERSON.

7. ONLY SOFTBALLS ARE ALLOWED.

8. NO TACKLE FOOTBALL ALLOWED.

9. IF A BALL GOES INTO THE STREET, ONLY ONE PERSON GOES TO GET IT, AFTER LOOKING BOTH WAYS FOR CARS.

10. STUDENTS ARE NOT TO KICK ANY BALLS WHILE ON THE TENNIS COURT.

11. STUDENTS ARE NOT TO HAVE GUM OR CANDY ON THE PLAYGROUND OR ON SCHOOL GROUNDS.

12. NO BALLS WILL BE KICKED OR THROWN AGAINST THE WALLS OF ANY BUILDING.

13. SHARE THE EQUIPMENT BY TAKING TURNS.

14. BE COURTEOUS TO ONE ANOTHER.

15. NO SKATE BOARDS, ROLLER SKATES, ROLLER BLADES OR SCOOTERS MAY BE USED.

16. NO GAMEBOYS, RADIOS, OR WALKMAN CAN BE USED.

17. NO PLAYING WITH STICKS.

18. NO PLAYING "HORSE" WITH JUMP ROPES.

19. NO SPORTS CARDS ALLOWED ON PLAYGROUND OR IN THE GYM.

20. STUDENTS SHOULD NOT BRING HOMEWORK OUT DURING RECESS, IF STUDENTS NEED TO FINISH WORK THEY NEED TO DO THIS WORK IN THE CLASSROOM.

**EQUIPMENT USE**

SWINGS: 1. ONLY ONE PERSON ON THE SWING AT A TIME.

 2. NO STANDING OR TWIRLING IN THE SWINGS.

 3. NO RUNNING UNDER OR BETWEEN THE SWINGS.

 4. THERE IS TO BE NO JUMPING FROM THE SWINGS.

 5. SWING STRAIGHT.

NEW EQUIPTMENT:

1. PLEASE USE NEW EQUIPTMENT WITH RESPECT
2. DO NOT CROWD ONE ANOTHER – TAKE TURNS
3. REPORT STUDENTS WHO ARE NOT FOLLOWING THE RULES SO NO ONE GETS HURT

**USE OF THE GYM**

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

**DRESS AND APPEARANCE**

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

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

1. Shirts/blouses which allow midsection ski to show or are cut too low.
2. Short shorts. Appropriate shorts are allowed through

 October and again beginning March 1st (use common sense).

1. Students must wear shoes to school. Shoes with cleats

 and roller blades are not acceptable.

4. Loose-fitting pants must be worn at the waistline.

 sagging will not be allowed.

1. Messages on clothing and jewelry including profanity,

 innuendo, references to sex, graffiti, drugs, alcohol

 or tobacco will not be allowed.

1. Coats, bandanas, scarves, hats, sunglasses, and head-

 bands are not to be worn in the school building or

 classroom.

The administration reserves the right to determine the appropriateness of student dress. Violation of the dress code is subject to disciplinary 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 be unexcused for the time you are gone and will make that time up according to the unexcused absence penalty.

**SAFETY**

We will be very strongly stressing bicycle and pedestrian safety and ask that parents do the same. We ask that students safely ride their bicycle to the bike parking area and park them for the day. Bicycles ARE NOT to be ridden during the school day.

All elementary students need to follow the safety directions of the crossing guards. They are there for your safety and protection. Children should not enter the street until the crossing guards have given the OK.

Parents in Scribner are reminded that traffic is one-way EAST to WEST on Pebble Street and that parking is not permitted in front of the school. Please cooperate in this, for the well-being of all children.

Students that use the crossing light at the highway in Scribner need to be instructed in the proper, safe manner in which to cross the highway. It is not to be used as a game with traffic.

Please help inform and enforce the rule of crossing only at the crosswalk as your child walks home.

**Concert / Play Production Decorum:**

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

**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.

**STUDENT SCHOOL SUPPLIES**

We discourage students from buying large trapper notebooks. The desks do not have adequate storage to accommodate books of this size. Students will need to supply the following items for school.

 **Pre-School Kindergarten**

1 – Tube of children’s toothpaste (reg. size) 1 – Container of Clorox Wipes

2 - #2 Pencils 2 – Large boxes of Kleenex

1 – Package of washable markers (board tip) 1 – Box of Ziplock bags (gallon or quart)

1 – Box of small Dixie cups 4 – Jumbo glue sticks

1 – Backpack 1 – Backpack

 2 – Boxes of Crayola crayons - 24 pack

 2 – Expo markers

 1 – Pair of tennis shoes for P.E.

**1st Grade 2nd Grade**

12 plain yellow #2 pencils (sharpened) 2 – Large boxes of Kleenex

2 – Large boxes of Kleenex 1 - Container of Clorox Wipes

1 – Pocket folder 1 – Pack of washable markers (board tip)

1 – Clean frosting container with lid 1 – Clean frosting container with lid

1 - Container of Clorox Wipes 1 – Pair of tennis shoes for P.E.

1 – Pack of washable markers (board tip) 1 – Pencil case/ box

1 – Boxes of Crayola crayons - 24 pack 1 – Boxes of Crayola crayons - 24 pack

1 – Pencil case/ box 2 – Jumbo glue sticks

1 – Box of Ziplock bags (gallon or quart) 6 - Plain yellow #2 pencils

1 – Pair of ear buds (optional)

2 – Jumbo glue sticks

2 – Expo markers

1 – Pair of tennis shoes for P.E.

**3rd Grade 4th Grade**

1 - Container of Clorox Wipes 1 - Container of Clorox Wipes

2 – Large boxes of Kleenex 2 – Large boxes of Kleenex

4 – Jumbo glue sticks 1 – Jumbo glue sticks

1 – Boxes of Crayola crayons - 24 pack 1 – Boxes of Crayola crayons - 24 pack

12 plain yellow #2 pencils 6 plain yellow #2 pencils

2 – Expo markers 2 – Expo markers

1 – Pack of colored pencils 1 – Eraser

1 – Eraser 1 – Pencil case/ box

1 – Pair of old, clean socks 3 – notebooks

1 – Friskars scissors 1 – Friskars scissors

1 – Pair of tennis shoes for P.E. 1 – Pair of tennis shoes for P.E.

1 – Pair of ear buds (optional) 1 – Pair of ear buds

 1 – Pair of old, clean socks

 2 – Large pocket folders

**5th Grade 6th Grade**

1 - Container of Clorox Wipes 1 - Container of Clorox Wipes

2 – Large boxes of Kleenex 1 – Large boxes of Kleenex

1 – Jumbo glue sticks 1 – Jumbo glue sticks

1 – 4 oz. Elmer’s school glue 1 – 4 oz. Elmer’s school glue

1 – Boxes of Crayola crayons - 24 pack 1 – Pack of colored pencils

6 plain yellow #2 pencils 4 – pens (2 red, 2 black or blue)

2 – Expo markers 4 – Expo markers

1 – Pack of washable markers (board tip) 1 – Pair of ear buds/headphones

1 – Eraser 1 – Eraser

4 – pens (2 red, 2 black or blue) 1 – 4 oz. Elmer’s school glue

1 – 12 pack of colored pencils 1 – Friskars scissors

1 – Friskars scissors 4 – Pocket folder

1 – Pack of notebook paper (loose leaf) 1 – Pack of notebook paper (loose leaf)

1 – Pencil case/ box 1 – Pair of old, clean socks

1 – Pair of old, clean socks 1 – Pair of tennis shoes for P.E.

1 – Pair of tennis shoes for P.E.

1 – Pair of ear buds/headphones

1 – Clean frosting container with lid

**\*\*Student planners will be provided for 5th & 6th Grade students.**

**FUND RAISING PROJECTS**

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

**ACHIEVEMENT TESTS**

Students in grades 2 - 6 will participate in Measures of Academic Progress (MAP) testing during the year. Scores from tests will enable us to identify the special needs of the student. Such tests measure student progress and give the classroom teacher an indication of student achievement. Such tests are not used for class placement, grading, or as a promotion criteria. Achievement tests only measure how a student performed on a given day of the year.

**EMERGENCY CONTACT PERSON**

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

**BIRTH CERTIFICATE**

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

**ADMISSION OF CHILDREN**

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

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

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

The board shall comply with the requirements of subsection (2) of section 43-2007 and shall require evidence of: (a) A physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her respective certification act, within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school; and (b) for school year 2006-07 and each school year thereafter, a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing (see school nurse for denial waiver). The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

**IMMUNIZATION STANDARDS**

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

**For 2017-2018 School Year**

|  |  |
| --- | --- |
| **Student Age Group**  | **Required Vaccines**  |
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider  | 4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age  |
| Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.  |
| Students entering 7th grade | Must be current with the above vaccinationsAND receive1 dose of Tdap (contain Pertussis booster)  |
| Students transferring from outside the state at any grade | Must be immunized appropriately according to the grade entered. |

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

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

**Updated 1/25/2017**

**School Immunization Rules and Regulations**

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

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

# **SCHOOL NURSE/DESIGNEE**

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

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

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

## **RECORDS**

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

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

## **MEDICATIONS**

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

1. Medication must be brought to school in a container with the appropriate label of the pharmacy or physician.
2. Written orders from a physician detailing the name of the drug, dosage, time interval medications are to be taken, and a dropper, spoon, med cup, or syringe if needed for administration. Non-prescription medications or over-the-counter medication must be sent with instructions.
3. Written permission from the parent or guardian of the student requesting the teacher or school staff to comply with the physician’s order. Medication permission forms are to be filled out when medication is brought to school (these forms are available in the offices or from the school nurse).
4. ALL MEDICATIONS brought to school, MUST be given to the nurse, classroom teacher or school staff. This includes Aspirin or Tylenol or Inhalers.
5. A locked cabinet will be provided for the storage of medication.
6. School staff is trained under the supervision of the school nurse to give medications under state statute medication aide act 71-6718 to 71-6742.
7. If there are any problems with the medication, the parent/guardian will be notified immediately. All medications given at school will be recorded and kept confidential.

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,

 2 doses of varicella given on or after 12 months of age.

**CONTAGIOUS & COMMUNICABLE DISEASES**

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

1. School personnel shall report all suspected communicable diseases to the building principal and/or school health personnel.

2. Suspected cases shall be examined by the school nurse or principal.

3. A student found to have a suspected communicable disease shall be temporarily excluded from school with notification to Parents/Guardians explaining treatment and procedures for returning to school. Students may return to school at such time that they are determined by a school official that communicability no longer exists.

**HEAD LICE, MITES, AND OTHER INFESTATIONS**

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

Students having live head lice will be sent home for treatment. Students will be allowed back in school at such time when no live lice are found. SSCS have trained staff that will check the student’s head upon their return. When live head lice is found on a student’s head a letter will be sent home to the other students in that classroom making the parents aware of the situation.

# **ASTHMA/ANAPHYLAXIS PROTOCOL**

1. **Protocol: Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis).**
	1. **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
1. **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
2. **Standing Orders for Response to Life-Threatening Asthma or Anaphylaxis:**
	* + Administer an IM Epi-Pen Jr. for a child less than 50 pounds or an adult Epi-Pen for any individual over 50 pounds.
		+ Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
		+ Administer CPR, if indicated.

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

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

**III Emergency Care Plans**

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

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

* + 1. The following information should be documented:
			1. School information
			2. Age and gender of individual
			3. Date and time of event
			4. Steps 1, 2, 3, 4, 5
			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.

1. **Forms.** Forms that will be in use by S-S at the time the Protocol is implemented are listed below. The Superintendent or his/her designee may alter these forms as necessary.
	* 1. Asthma Action Plan.
		2. Allergy Action Plan.
		3. Food Allergy Action Plan.
		4. Emergency Report Form for Asthma/Anaphylaxis.
		5. Medication Monitoring Form.
		6. Documentation of Competencies.

**AIDS AFFECTED CHILDREN**

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

YOUR CHILD WITH MEDICAL NEEDS IS READY FOR SCHOOL….

 INFORMATION FOR PARENTS AND GUARDIANS

* Every school has a health office and a school nurse. The health office is staffed by a trained health technician. The school nurse is present 1-5 days per week.
* A child whose health concerns require attention during the school day needs an IHP or Individualized Health Care Plan. Schedule a meeting with the school nurse (a Registered Nurse) assigned to your school.
* If your child needs medication during the school day, contact the health office for a parent consent form. Parent/guardians must also provide copy of medical authorization and medication supplies in the original bottle with label.
* If your child requires treatments or procedures during the school day in order to participate safely at school, licensed nurses are available. Contact the school nurse for more information. The parent/guardian provides and maintains all supplies needed at school.
* Your child’s optimal and safe experience at school is provided through **teamwork**. The educational team will incorporate your child’s IHP in educational planning for your child. **You** are key to the **TEAM!!!**
* Provide accurate and current emergency contact information to the school.
* If there are changes in your student’s health status or medication, please inform the school health staff.
* Permit the sharing of medical information between the school and your child’s personal health providers to help assure your child’s optimal care at school.
* Inform school staff when your child intends to participate in school-sponsored activities outside of the classroom or after the school day.
* Information sharing about your child takes place at school on a “need to know” basis. Health and educational staff are encouraged to protect your child’s privacy and dignity at all times.

For more information you may contact Marian Barjenbruch RN school nurse, or Mrs. Ginger Meyer superintendent, or Mr. Brad Stithem principal at 402-664-2567.

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* Permit the sharing of medical information between the school and your child’s personal health providers to help assure your child’s optimal care at school.
* Inform school staff when your child intends to participate in school-sponsored activities outside of the classroom or after the school day.
* Information sharing about your child takes place at school on a “need to know” basis. Health and educational staff are encouraged to protect your child’s privacy and dignity at all times.

For more information you may contact Marian Barjenbruch RN school nurse, or the administration.

**PARENTAL VACATIONS**

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

**PARTIES**

We will schedule classroom parties for special holidays such as Halloween, Christmas, Valentine’s Day, during school hours. If you do not wish that your child be involved in these parties, just send a note to that effect to the classroom teacher. We will not allow birthday parties, but students are permitted to bring a birthday treat to share with their peers.

**SCHOOL PICTURES**

Inter-State Studio & Publishing will be taking individual student pictures. These will be available for purchase at that time. Additional information will be sent to parents as it is made available to the school.

**A NOTE FOR PARENTS**

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

**APPENDIX A**

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

Section 1. **Emergency Exclusion** A student may be excluded from school in the following circumstances by the principal, superintendent of schools or such other persons as may be from time to time authorized by the superintendent of schools.

A. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or the safety of the school or community.

B. If the student's conduct presents a clear threat to the physical safety or others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education.

 Such exclusion shall be subject to the procedure provisions of Section two (2) of this policy, provided that, if the superintendent or his designee determines that such exclusion shall extend beyond five (5) days, the procedures set forth in Section (7) of this policy shall be followed and a final determination shall be made by the hearing officer within ten (10) school days after the initial date of exclusion.

 Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than necessary to avoid the dangers described in sub-paragraphs A and B of this section.

Section 2. **Short Term Suspension** - The principal or his designee, superintendent of schools or any other individuals from time to time designated to have such authority by the superintendent of schools may deny a student the right to attend school or take part in any school functions for a period of up to five (5) school days on the following grounds:

A. Conduct constituting grounds for expulsion as hereinafter set forth; or

B. Other violations or rules and standards of behavior adopted by the Board of Education or the administrative staff of the school.

C. The following shall be affected with regard to short term suspension:

1. The party considering the short term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short term suspension shall be made only after a determination that the school purposes are not being met, or to prevent an interference with school purposes.

2. Prior to commencement of the short term suspension, the students shall be given oral or written notice of the charges against him. The student shall be advised of what he is accused of having done, and the basis of the

 accusation, and an explanation of the evidence the authorities have.

3. The student shall be afforded an opportunity to explain his version of the facts to the person affecting the short term suspension.

4. Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, student's parents or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the student, parents or guardian of the student to confer with regard to the matter with the principal or administrator ordering short term suspension. A reasonable effort will be made by the principal or administrator to confirm the conference time in writing and to specify in said writing the reason for the short term suspension.

Section 3. **Long Term Suspension** Long term suspension shall mean the exclusion of the student from attendance in all schools and grounds within the system for a period exceeding five (5) school days but less than twenty (20) school days.

Section 4. **Expulsion** - Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect.

Section 5. **Mandatory Reassignment** Mandatory reassignment shall mean the involuntary transfer of a student to another school within system in connection with any disciplinary action.

Section 6. **Grounds for Long Term Suspension, Expulsion or Mandatory** **Reassignment** The following types of student conduct shall constitute grounds for suspension and a long term suspension, expulsion, or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event on school grounds.

A. Willful use of violence, force, noise, coercion, threats, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes.

B. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.

C. Willfully causing or attempting to cause physical injury to any school employee or to any student on any school grounds during, immediately before or immediately after school hours or at any time when school property is being used by a school group or off of the school grounds at any education function or event. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this section.

D. Threatening or intimidating a student for the purpose of, or with the intent of obtaining money or anything of value from said student.

E. Knowingly possessing, handling or transmitting any object that is ordinarily or generally considered to be a weapon either on any school grounds during, immediately after hours or at any other time when the school is being used by a school group or off any school grounds at any educational function or event sponsored by the school.

F. Engaging in the unlawful selling, use, possession, under influence of, or dispensing of alcoholic liquor or controlled substances as defined by the laws of the United States of America or of the State of Nebraska.

G. Public indecency, as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age. (Nebraska Statue)

H. A repeated violation of any rules validly established pursuant to section 79-4176 if such violations constitute a substantial interference with school purposes. (Nebraska Statue)

I. Engaging in any other unlawful activity as determined by the laws of the United States or the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes, or a repeated violation of any of the rules adopted by the School District or the school if such violations constitute a substantial interference with school purposes.

Section 7. **Procedure for Long Term Suspension, Expulsion or Mandatory** **Reassignment**. The following procedures shall be followed with regard to any long term suspension, expulsion or mandatory reassignment.

A. On the date of the decision, the principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation and present said information to the superintendent of schools.

B. If the superintendent of schools deems further action appropriate, said party shall either serve by registered or certified mail or by personal service the student and the student’s parents or guardian with a written notice within two days of the date of the decision. Said notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension, expulsion or mandatory reassignment including a summary of the evidence to be presented against the student as submitted by the principal.

2. The penalties to which the student may be subjected and the penalty which the principal has recommended in the charge.

3. The student's right to a hearing upon request on the specified charges.

4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

5. A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

6. The student, parent or guardian shall be furnished with said writing, a form or a request for hearing to be signed by such parties and delivered to the superintendent of schools in person or by registered or certified mail.

C. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

D. In the event that the superintendent of schools has not received a request for a hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal, or administrator shall automatically go into effect.

E. If a hearing is requested after the end of five (5) school days following the actual receipt of the written notice, but prior to thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

F. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

G. In the event that a hearing is requested within five (5) school days from receipt of the written notice the superintendent of schools shall appoint a hearing officer.

Section 8. **Hearing Procedures**

A. Hearing Officer. The hearing officer shall be any person designated by the superintendent of schools. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student’s parents or guardian may have regarding the nature and conduct of the hearing.

B. **Administrative Representative** The superintendent of schools shall appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

C. **Notice of Hearing** If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) days after being appointed, give written notice to the administrative representative, and the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days actual notice to the administrative representative and the student, the student's parent or guardian except with the consent of all of the parties.

D. **Continuance**  Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

E. **Access to Records** The administrative representative, the student, the student's parents or guardian or the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school board or Board of Education at any reasonable time prior to the hearing.

F. **Hearing Procedure** The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative (if any), and the administrative representative. Witnesses shall be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problem's are being discussed. The student or the student's parents/guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the haring when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form of any person having information about the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative at their request by appropriate school personnel. The student, the student’s parents, guardian or representative, the administrative representatives of the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent or guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he shall not be required to cross-examination. The student however, shall not be required to testify in his own defense in which case he will not be subject to cross-examination nor will any conclusion be drawn there from.

G. **Availability of Witnesses** Since the Board of Education does not have subpoena powers, the hearing officer will not have the authority to subpoena any witness to the hearing but shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parent or guardian to their legal representative.

H. **Records** The proceedings of the hearing shall be recorded at the expense of the School District pending all of the disposition of matter.

I. **Multiple Parties** When more than one student is charged with violating the same rule or having acted in consort with others and when the alleged facts appear to be substantially the same for all of such students if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

J. **Findings**  Within a reasonable item after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools his written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long term suspension of expulsion.

K. **Review by Superintendent** The superintendent of schools shall review the findings and recommendation of the hearing officer and in his discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts, shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.

L. **Notice of Determination** Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified or registered mail or by personal delivery to the student, student's parents or guardian. Upon receipt of such written notice by the student and/or parent and guardian, the determination of the superintendent shall take immediate effect.

M. **Appeal to Board** The student, student's parents or guardian may, within seven (7) days following a hearing submit to the superintendent of schools or the secretary of the Board of Education, a written request for review by the Board of Education.

N. **Review By Board of Education** Upon receipt of the request for review of the superintendent's determination, the Board of Education shall within ten (10) days after it is requested, hold hearing on the matter. Such hearing shall be made on the record except that the Board may submit new or additional evidence to avoid a substantial threat of unfairness.

Such new evidence shall be recorded. The Board of Education may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officers. If any questions arise during such deliberations, which require additional evidence, the deliberating body may reopen the hearing when receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record. Based upon the evidence presented at the hearing before the hearing officer, such new or additional evidence, the Board of Education shall make final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds his decision to be too severe, but it may not impose a more severe sanction.

The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same be certified registered mail.

**APPENDIX B**

**TORNADO DRILL PROCEDURE (Shelter):**

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:

 1st Grade/2nd Grade - Girl's restroom in Commons

 3rd Grade - Boy's restroom in Commons

 4th Grade, Boy’s locker room

 5th Grade - Girl's locker room

 6th Grade – Boy’s locker room

 Office Personnel - Business Manager/Supt. Offices

 Kitchen Staff – Basement or store room in kitchen

 7-12 Gym Classes – Girl’s locker room.

 7-12 Students at lunch – Boiler Room

Elementary Annex (Pre-School – K Building):

 Kindergarten - Boy's restroom

 Pre-Kindergarten - Girl’s restroom

 Special Education/Title Classroom – Girl’s restroom

 Ms. Dunning’s class- stay in Ms. Dunning’s room

 Nurses Room- Nurse’s Bathroom

 Library – Boy’s restroom

High School and Vocational Building

 Plan A – Go to the old gym (if time)

 Plan B – Go to designated area posted in each classroom

Music Building:

 Students will go to store rooms

**REMINDER TO ALL STAFF**:

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. They should kneel down, place the head on their knees, and cover their head with their hands. 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 Building**

 Plan A- Go to the old gym (time permitting)

 Plan B – Follow plan as designated and post in each classroom

**Music Building:**

 Students will go to the **storage room** in the **Music Building.**

**APPENDIX C**

**Drug Free School**

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

Board Policy Reference 5300, 5300.1, and 5300.2.

**APPENDIX D**

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

ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

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

# Procedures and Guidelines

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

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

Technology Protection Measure

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

Audit of Use

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

1. Utilizing blocking/filtering software.

Approved \_\_\_\_\_\_\_\_\_\_\_\_ Reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_ Revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Turning off the "auto load images" feature of the Internet browser.
2. Using a proxy server to control accessible websites.

Appropriate Internet Behavior On Social Websites

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

# Student Use

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

# Staff Use

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

# Community Use

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

# Disregard of Rules

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

# Responsibility for Damages

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

# Responding to Concerns

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

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)

 47 U.S.C. 201 et seq. (Communications Decency Act of 1995)

 Children’s Internet Protection Act and Neighborhood CIPA of 2000

 Nebraska Statutes 79-2104

Cross Reference: 102 Educational Philosophy of the District

 401 Guiding Principles for Employees

 504 Student Rights and Responsibilities

 507 Student Records

 603 Curriculum Development

 604 Instructional Curriculum

 1006 Use of District Facilities and Equipment

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**Appendix E**

INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS

Dear Parent/Guardian:

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

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

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

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

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

Sincerely,

Deron Meyer

IT Cordinator

INTERNET APPROPRIATE USE VIOLATION NOTICE

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

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

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

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

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

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

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

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

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

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

**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:

**Ginger Meyer, 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, and Section 504 have met with resolution at our local level, you may appeal your grievances to the regional Department of Education, Office for Civil Rights. That address is:

**Office for Civil Rights**

**8930 Ward Parkway, Suite 2037**

**Kansas City, MO 64114**

**(816) 268-0550**

**Fax: (816) 823-1404**

TDD: (800) 437-0833

**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.

Fore more information you may contact: **Kevin Wisnieski at school during regular business hours**

**Harassment Policy**

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

**Student Grievance Procedure**

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.

Board Policy Reference 5114.3

Scribner-Snyder Community Schools Elementary

Parent - Student – School Learning Compact

I understand the importance of my role in the school experience for every child. As a teacher, I will:

• Believe that each child can learn.

• Teach necessary concepts to your child.

• Be aware of the needs of your child.

• Regularly communicate with you on your child's progress.

• Provide a safe, positive, and healthy environment for your child.

• Show respect for each child and his/her family.

Student (Signature)

Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)

Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)

(Sign and return to School)

ACCEPTABLE USE AGREEMENT

COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Additional conditions or limitations of resource use:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

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

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

**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. Signature also indicates awareness and permission to use student photos in school publications.

**Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Please have this signature page signed/returned to school**