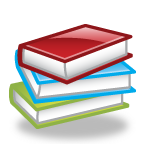
**Scribner-Snyder**

**Community Schools**

 Description: MC900058866[1]

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**2012-2013 Grades 7-12**

**Student / Parent Handbook**

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

**EVERYONE SHOULD:**

1. **Attend school and be on time.** You cannot get an education if you aren’t in attendance. You must look at this as training for a career. Getting to work and being punctual are two things all employers consider highly desirable in a candidate.
2. **Go to class prepared.** This means being organized and ready for whatever the instructor has planned for that day. It would also include bringing to class what is needed for that day and having the attitude that you can learn something that day.
3. **Respect others.** You cannot respect others if you have no respect yourself. Set some goals for yourself and design a plan to reach them. When dealing with others remember that sometimes we are a product of our circumstances. Life is never the same for everyone and we must respect and be understanding of other’s situations. We should be an encouragement to others and not a hindrance.
4. **Get involved in activities.** We have a number of extra-curricular activities and organizations available to everyone in our student body. Studies show that students involved in extra-curricular activities actually perform better academically even though they have fewer hours available for homework.
5. **Never Make Excuses** - The ladder of success is never crowded at the top because excuses keep you from meeting your goals and potential. Work your way up to the top. Remember there is only one endeavor that you can start at the top and that is digging a hole. Excuses put you in a hole!

**FAILURE is the path of least PERSISTENCE**

# Scribner-Snyder Community Schools

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

1. All persons have equal worth and dignity.

2. Every individual has the inherent right to an education commensurate with his/her abilities.

3. The commitment of students, staff, parents and patrons determine the quality of education.

4. Learning is a life-long process.

5. Educators are role models.

6. Education will support the democratic system.

7. Education leads to a rewarded use of leisure time and awareness of physical and mental wellness.

8. Every person can learn.

9. The quality of education must not be comprised by cost.

10. Education in a rural setting is rewarding and satisfying.

11. Education will strengthen the moral character of the individual.

12. Each person has the opportunity for success.

13. Education will give an awareness of individual cultures.

14. Education will help prepare people for productive and rewarding vocations.

15. Each individual should be challenged to develop his or her talents to the full potential.

**Mission Statement:**

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

Small School-Big Education

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

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**TO PARENTS AND VIOLATION NOTICE**

**FORM TO BE RETURNED –PARENTAL/STUDENT ACKNOWLEDGEMENT AND OTHER FORMS BY FRIDAY, AUGUST 24, 2012**

1. **& & 1.1) ATTENDANCE REGULATIONS**

***Student Attendance***

***Attendance Policy and Excessive Absenteeism***

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

***A. Attendance and Absences.***

***1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.***

***a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.***

***An absence for any of the following reasons may be excused, provided the required procedures have been followed:***

***(1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),***

***(2) Illness which causes a student to be absent from school,***

***(3) Doctor or dental appointment which require student to be absent from school,***

***(4) Court appearances that are required by a court order,***

***(5) School sponsored activities which require students to be absent from school,***

***(6) Family trips in which student accompanies parent(s)/legal guardian(s), and***

***(7) Other absences which have received prior approval from the Principal.***

***The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student’s number of other absences, the student’s academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.***

***b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truancies.***

***2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal’s office.***

***Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.***

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

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

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

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

***Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent’s designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in [Name] Public Schools and is enrolled in a private, denominational, or parochial school.***

***The exit interview shall be personally attended by:***

* ***The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;***
* ***the person who has legal or actual charge or control of the child who requested the exit interview;***
* ***the Superintendent or Superintendent's designee;***
* ***the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and***
* ***any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.***

***At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:***

* ***financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child, or***
* ***an illness of the child making attendance impossible or impracticable.***

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

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

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

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

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

***4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”***

***5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:***

***a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child’s parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.***

***b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.***

***c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.***

***d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.***

***6. Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child’s parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted.***

***7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.***

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

**1.1.2) Graduates:**

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

**1.1.3) Age 21:**

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

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

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

(1) A certified copy of the student’s birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child’s identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade.

(3) Evidence of protection against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law.

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

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

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

1. A student is expected to be in attendance all scheduled days per academic year. Attendance will be kept by the periods- eight (8) equals 1 day. Seniors may be released earlier in accordance with Board approval. SSCS does realize that a student may have an occasional need to be absent from school, but with certain limitations.
2. Students are allowed up to 5 unexcused absences per semester; at the point a student exceeds this limit during a semester they will be expected to make-up their instructional time. How this time will be made-up will be determined by the Principal and will most likely be done during Saturday school or outside the regular school day hours (detention before or after school).
3. A 10-day limitation per semester of absences has been set for each student at SSCS. Any student absent more than 10 days during the semester from any one class is subject to loss of credit in that class. If a student has made-up their instructional time the Principal may allow them to gain back this credit; failure to cooperate with this process will cause them to lose their credit in the class or classes they’ve exceeded this 10 day limitation.
4. Absences which are due to hospitalization or long term illness may not be counted in the 10 day limit if parents provide the school with written verification from the health provider services listing the specific dates. This must be provided within 3 days of the absence.
5. Other absences that will not count on the 10-day limit include approved school activities, In-School Suspension (ISS) or funerals with a blue-slip. If written verification from the doctor for doctor or dental appointments that students have requested a blue slip for is provided stating exact time the patient was seen these visits will not count toward the 10-day limit.

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

\*\*Senior College visits are limited to 2 per year.

## **1.3.1) Excused Absences:**

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

1. When a Scribner-Snyder **team** is participating at a State or District Tournament, grades 9-12 squad members, or a member of the family of the participant who is participating in the event.
2. ***When coaches or sponsors take members of a varsity squad to an activity for a State Tournament these individual will be excused from school. When this happens students will be expected to travel with the team, unless approval to do otherwise is given by the administration. A parent note allowing students to go to these types of activities as individuals will be counted as an unexcused absence.***
3. Illness (with doctor’s note) if for extended days.
4. Funerals
5. Medical Appointments. Please present a note from the Dotor’s. Office stating date and time.
6. Weather (if notified in advance)
7. College visits by seniors; if arrangements are made through the guidance counselor and approved by the principal (2 per year).

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

**1.3.2) Unexcused Absences:**

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

## **1.3.3) Excessive Absences:**

Any absence past 10 days in a semester will be considered excessive and will be reported the County Attorney.

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

The student is required to report to the office upon returning to school after any absence. Unless prior notification was made the student will need a note that includes the day, date, reason for the absence, and parent’s signature. The student will receive a make-up slip that is to be presented to all teachers of classes missed. Teachers will note assignments on the make-up slip and initial. The make-up slip will be kept by the teacher in the last period of the day for which the slip is written. Failure for a student to bring a note from home noting the reason why they were gone, or if a parent fails to call, these absences will be counted as unexcused.

### 1.4) Tardy:

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

Students are **tardy to school** if they are not in the assigned classes at the beginning of school. Students are **tardy to class** if they are not in the classroom in assigned seats when the bell rings to begin the period.

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

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

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

Students who are tardy when arriving at school for the first time during the day are to go the principal’s office to receive a tardy slip for admission to class or study hall. If students make being tardy to class a habit they will be given a detention for their actions.

**1.5) Medical Appointments:**

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

## **1.6) Make-Up Work:**

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

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

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

**1.7) Blue Slips/Yellow Sheets:**

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

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

The Scribner-Snyder High School operates on a closed campus basis. Under no circumstances is a student to leave the building during the school day without first obtaining permission from the office and signing out at the office counter. The student must report to the office and sign in upon returning to the building. Failure to sign out could be considered "unexcused” and will cause the student to receive a consequence.

### 1.9) College Visitation/Job Shadowing:

Seniors are encouraged to visit colleges and schools that offer advance education in the field of endeavor they are seeking. The guidance counselor can aid the student in making appointments if requested with the school to be visited. Once a visit is planned a blue slip and college visitation sheet will need to be picked up in the HS office. With the college visitation sheet the student must secure signatures from college officials to be turned in to the counselor when the student returns to school. Failure to turn in the form with appropriate signatures will result in an unexcused absence. Students will need a note or phone call from a parent to secure a blue slip.

### 1.10) Parental Vacations:

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

**1.11) Detentions:**

Detentions may be given to a student is they have done something inappropriate. These consequences may be given by any staff member at SSCS; the length of the detention will also be determined by the person giving the punishment depending on severity.

**1.12) Exchange Student Policy:**

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

**1.13) Planners**

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

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

**2.0) INSTRUCTION**

# 2.1) Credit Recovery:

Credit recovery for classes failed at SSCS is available online through our ODYSSEYWARE program as needed, however, most students will be placed back in the regular classroom to earn back these credits.

### 2.2) Off-Campus Courses:

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

### 2.3) Incompletes:

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

### 2.4) Eligibility Lists / Progress Reports:

***Deficiency reports (down and failing slips) are prepared by the teachers and turned into the office each Monday morning by 10:00 a.m. for each student doing “D” or “F” work starting the 3rd week through the 9th week of each quarter. The principal will prepare a list is then compiled of those students doing any down or failing grades. These progress reports for students doing "D" or "F" work are then mailed to the parents. The coaches and sponsors are responsible to review this down and failing list to check for student who are ineligible (see guidelines below).***

***Grades 7-12 students failing (F) in any of their classes are declared ineligible to participate in public performance activities for that calendar week (starting Tuesday of that week until the Monday of the following week). Students are able to practice during the 1st week of ineligibility, but will lose all game participation privileges***.

***In addition, if the student continues to fail any course for a 2nd week in a row (or longer) they lose their ability not only to go to the public performance, but also lose their ability to practice, until the grade becomes passing.***

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

### 2.5) Schedule Changes:

Students are encouraged to select a schedule of classes at registration time. Students will have 2 chances to register for their classes. First, a pre-registration will take place; students are encouraged to take this schedule home and talk over their choices with their parents/guardians. Next, a final registration will take place before school is out so students will have their class schedule set for the start of school in the fall.

Any class schedule changes will be done during the “drop and add” week. Typically drop and add will take place for one week at the beginning of each semester. The student making a schedule change must fill out a “drop and add form” and obtain all the required signatures before any change(s) will be considered.

The final decisions on schedule changes will be made by the principal; drop and adds will not be approved unless the student has a valid reason for requesting a change(s).

**2.6) Withdrawal from School:**

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

1. Report to the principal's office and receive a check out sheet to be signed by all

faculty and staff.

1. Return this blank to the principal with the signature of the Librarian, Teachers,

Coaches, Business manager, and Principal’s Secretary indicating that all books, equipment, and supplies have been returned and that all fines and outstanding bills have been paid.

**2.7) Senior Aides:**

Staff members are allowed to sponsor a senior student, who is in good academic standing, to assist them in their classroom as a student aide. These students must have their aide position approved by the Principal. Once assigned, teachers to make sure they’re using these kids appropriately; please note these students should never be left alone with your students.

**2.8) Semester Tests:**

Starting the 2011-2012 school year semester tests were no longer required at SSCS. However, teachers still wishing to give an end of the semester test if they wish to do so on an individual basis. If a semester test is given it should be required to be taken by all the students taking the class.

**2.9) Grading System:**

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

A 93-100

B 86-92

C 78-85

D 70-77

F Below 70

### 2.10) Honor Roll:

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

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

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

***Honor Classes or Advance Placement Courses :***

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

***Student – 1st quarter grade 93% + 5 points (weighted grade) = 98%***

***2nd quarter grade 91% + 5 points (weighted grade) = 96%***

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

***Averaged Final Semester Weight Grade = 97%***

***Classes at this time to be considered as Honor Classes/Advance Placement Courses are: College Algebra and Trig, Anatomy and Physiology, Chemistry, Physics, Foreign Language (Spanish I and II), College English, Intro. to Health and Medical Terminology, Intro. to Micro-Biology, and Online College Credit courses taken as dual credit.***

### 2.11) Honor S-S Program:

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

The accumulation of Honor "S-S" points (400 per year or cumulative points equaling 400 over a period of time) is recorded by the faculty members and approved by the principal. The Principal will take the approved points and compile a list of those S-S and/or chevron winners.

**2.12) National Honor Society (NHS):**

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

**2.13) Graduation Honor Medallions:**

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

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

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

**2.14) Secondary Bell Schedules:**

**DAILY BELL SCHEDULE**

Period 1 8:00 - 8:50 a.m.

Period 2 8:53 - 9:43 a.m.

Period 3 9:46 - 10:36 a.m.

Period 4 10:39 - 11:29 a.m.

**LUNCH 11:29 – 11:59 p.m. (Jr. High Lunch)**

**12:22-12:52 p.m. (HS Lunch)**

Period 5 11:29 - 12:49 p.m.

Period 6 12:52 - 1:42 p.m.

Period 7 1:45 - 2:35 p.m.

Period 8 2:38 - 3:28 p.m.

**1:30 PM DISMISSAL**

Period 1 8:00 – 8:35

Period 2 8:37 – 9:13

Period 3 9:16 – 9:51

Period 4 9:54 – 10:29

Period 5 10:32 – 11:07

Period 6 11:10 – 11:45

**LUNCH 11:45 – 12:15**

Period 7 12:15 – 12:50

Period 8 12:53 – 1:30

**10:00 AM START**

Period 1 10:00 – 10:35

Period 2 10:38 – 11:13

Period 3 11:16 – 11:51

**LUNCH 11:51 – 12:21**

Period 4 12:21 – 12:56

Period 5 12:59 – 1:34

Period 6 1:37 – 2:12

Period 7 2:15 – 2:50

Period 8 2:50 – 3:28

Bus leaves Snyder at 7:25 am on Regular Days and Early Dismissal. On Late Start the bus leaves Snyder at 9:25 am.

Elementary dismisses at 3:30 pm on regular and late start days

Secondary students will eat LUNCH in descending order starting with seniors.

**3.0) GRADUATION REQUIREMENTS**

* 1. **General Requirements:**
  2. *The minimum number of credit hours required for graduation is 250 Credit Hours.*

*1.2) Eight semesters of attendance are required. Students* ***may not*** *graduate before the end of the 8 semesters.*

**3.2) Core Curriculum Area Requirements**

**Graduation and Core Curriculum Requirements:**

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

**English – 40 credit hours**

***Grade/Subject Credits***

***Eng 9 10***

***Eng 10 10***

***Eng 11 10***

***Eng 12 10***

English during the Senior Year may be chosen from Creative Writing, or College English Components and Literature that will be offered as Dual Credit online through Peru State College.

**Social Sciences – 40 credit hours**

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

***Grade Subject Credits***

***9 Geography 10***

***10 World History 10***

***11 American History 10***

***11 or 12 Sociology 5***

***11 or 12 Psychology 5***

***12 Government 5***

***12 Modern Problems 5***

**Mathematics – 30 credit hours**

Students will follow one of two sequences. The sequence that is taken by the student is to be determined by the previous math instructors and administration. Please note that 8th graders can take Algebra I class during Jr. High and it will count as high school credits. All 9th through 11th graders **MUST** take a math class.

### Sequence I-College Track

**Grade Subject Credits**

***8 Algebra I 10 (counts HS credit)***

***9 Geometry 10***

***10 Algebra II 10***

***11 College Trig (dual credit) 10***

***12 Calculus (starts 2013-14) 10***

### Sequence II

***Grade Subject Credits***

***8 Pre-Algebra (0 HS Credits)***

***9 Algebra I 10***

***10 Geometry or Life Skill Math 10***

***11 Algebra II or Standards Math 10***

**Science - 30 credit hours**

***Grade Subject Credits***

***9 Physical Science 10***

***10 Biology 10***

***11 Choice 10***

**Specific Grade Schedule Requirements:**

##### Grade 9 Grade 10 Grade 11 Grade 12

English 9 English 10 English 11 English

Math Math US History US Gov/Mod Prob

Physical Science Biology Math

P.E. / Health Speech/Pers Fin Science

Geography World History

Computer App/Art 1

**3.4) Core Related Curriculum Requirements:**

**Fine Arts - 10 credit hours**

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

**Speech - 5 credit hours and Personal Finance (10th grade) – 5 credit hours**

These hours will be scheduled during the sophomore year as a semester class.

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

One semester of P.E. and one semester of Health are required of all students.

Both of these will be scheduled during the freshman year.

# 3.5) Additional Requirements and Classification:

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

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

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

**FRESHMEN 0-60**

**SOPHOMORES 60-130**

**JUNIORS 130-190**

**SENIORS 190-250**

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

**UN-Lincoln**

ACT (20) / SAT (950) / Top 50% of Class

Application ($25 fee)

High School Transcript and/or GED

**College Prep Program**

English – 4 units

Math – 4 units (must include Alg 1, Alg 2, Geom, and 1 unit of higher level math)

Social Studies – 3 units

Science – 3 units (one must be a lab class)

Foreign Language – 2 units

**UN-Kearney** **Wayne State College**

ACT (20) / SAT (950) ACT / SAT

Application ($25 fee) Application ($10 fee)

High School Transcript and/or GED High School Transcript and/or GED

ACT Mean: 21

**College Prep Program** English – 4 units

English – 4 units Math – 3 units (including Algebra)

Math – 3 units (must include Algebra) Social Studies – 3 units

Social Studies – 3 units Sciences – 2 units

Science – 3 units

Foreign Language – 2 units (must be same language)

**UN-Omaha** **Northeast Community College**

ACT (20) / SAT (950) / Top 50% of Class Application

Application ($25 fee) High School Transcript and/or GED

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

**College Prep Program**

English – 4 units

Math – 3 units

Social Studies – 3 units

Science – 3 units

Foreign Language – 2 units

**Creighton University**

ACT / SAT

Application ($30 fee)

High School Transcript and/or GED

English – 4 units

Algebra – 1 unit

Other Math – 2 units

Social Studies – 1 unit American Government, 1 unit American History

Electives – 3 units

Foreign Language – 2 units

**3.7) Local Scholarships:**

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

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

Local scholarship applications may be picked up in the counselor’s office; due dates on these scholarship may differ please make sure you know when they’re due.

The following is a list of local scholarships:

|  |  |  |
| --- | --- | --- |
| **Scholarship** | **Amount** | **Selection** |
| Ahrens, Herbert G. and Bonnelle Scholarship (3)\* | 3 - $2000 and 2 - $1500 | Foundation |
| Danko Emergency Equip. Co. Scholarship\* | $300 | Danko |
| Dostal UNL Freshman | $800 | UNL |
| Eastern Star\* | $100 | EasternStar |
| Gallant Law | $250 | Gallant |
| Havekost, Edgar and Gwen Memorial\* | $1,000 | Family |
|  |  |  |
|  |  |  |
| Legband, Kennard Memorial\* | $100 | Family |
| Luebbert, Mae Memorial (Eveland's)\* | $100 | Foundation |
| Lutes, Jim Memorial\* | $500 | Family |
|  |  |  |
| Scribner American Legion\* | $100 | Legion |
| Scribner American Legion Auxilary\* | $100 | Auxilliary |
| Scribner Bank (2 year Institution)\* | $500 | Foundation |
| Scribner Bank (4 year Institution)\* | $1,000 | Foundation |
| Scribner Fire Department/Rescue\* | $1,000 | Fire Dept |
| Scribner Good Samaritan Center (2)\* | 2/$250 | Good Sam |
| Scribner Masonic Lodge\* | $100 | Foundation |
| Scribner-Snyder Foundation\* | Amount Varies | Foundation |
| Smeal Companies\* | $1,000 | Smeal |
| Snyder Lions Club | $200 (2012) | Lions Club |
| Snyder VFW | $100 | VFW |
| Sports Booster KTIC/KWPN (2 - 1 Boy 1 Girl)\* | $100 | Coaches |
| Svec Memorial\* | $500 | Family |
| Swanson Family Scholarship\* | $500 | Foundation |
| SSEA\* | $250 | SSEA |
| Vesely, Cecilia and Dr. R.J. Scholarships | Int on cd | Foundation |
| Zucker Family Scholarship\* | $1,000 | Foundation |
|  |  |  |
|  |  |  |
|  |  |  |
| \* Must fill out application |  |  |

**4.0) STUDENT CONDUCT**

**4.1) Lunch Period:**

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

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

1. Run to lunch. Students should enter through the front west door of the commons area.

2. Cut ahead of others.

3. Form more than one (1) line.

4. Take food from dining area.

5. Leave food on trays or on the tables when finished.

6. Litter the dining area.

7. Converse in a loud or boisterous manner.

8. Bang trays in trashcans to dislodge food. Please use your utensils to do so.

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

### 4.2) Dress and Appearance:

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

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

1. Tank tops (does not include women’s sleeveless shirts) and A shirts, basketball

and track tops, sleeveless t-shirts or cutoff t-shirts, and shirts/blouses which allow

mid-section skin to show or are cut too low.

1. Short shorts – We consider shorts to be too short if they’re shorter than the persons arm/hands while hanging at waist level.
2. No shorts are allowed November through February.
3. Students must wear shoes to school. Shoes with cleats and rollers are not acceptable.
4. Loose-fitting pants must be worn at the waistline. Sagging jeans will not be allowed.
5. Messages on clothing and jewelry including profanity, innuendo, references to sex, graffiti, drugs, alcohol or tobacco will not be allowed. This would include disrespectful writings.
6. Trench coats, bandanas, scarves, hats, sunglasses, and headbands are not to be worn in the school building or classroom during the school day.

8. Boxer shorts are unacceptable.

The administration reserves the right to determine the appropriateness of student dress. Violation of the dress code is subject to disciplinary action. This may include changing into different clothing, wearing a supplied T-shirt, being sent home to change, detention or a combination of action may be taken if your choice in appropriate clothing becomes an on-going problem.

### 4.3) Student Driving and Parking:

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

Students **WILL NOT** drive at any time during school and are **NOT ALLOWED** in the parking lot during school hours or immediately prior to and after school without office approval. Student parking facilities are located West of the Vocational Building. **Parking is not allowed on the street to the West of the Music and Vocational Buildings.** We will reserve angled parking north of the Music Building (4 spots) for students on an award basis. The front of the HS and elementary buildings and bus parking lot are reserved for HS and elementary faculty.

#### Parking Lot Regulations

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

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

###### 4.4) Home Study/No Study Halls:

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

Starting in the 2012-13 school year most students will not have a study hall; since study halls have been eliminated students will need to use their class time effectively to avoid having a lot of home work.

**4.5)** **Use of Telephone:**

All pupils must secure permission to use the phone. Students may use the phone before school, during the noon hour, and after school. All student calls during the day must be made from a phone in the offices. Pupils will not be called from a class to answer a call, unless an emergency arises. Please emphasize this to the students to tell their parents. Messages will be delivered to them at opportune times.

# 4.6) Electronic Devices:

***Cell phones, pagers, I-Pods, I-Pads, cameras and other wireless electronic devices are not allowed on your person or to be used during the school day or at activities where you are a direct participant. To prevent these items to be lost, broken, or stolen we recommend that you don’t bring this item to school. If you choose to bring them you do so at your own risk.***

***Laptops computer are a tool we have provide with our new 1-1 program in the high school. Our teachers are developing appropriate uses of this resource to enhance your education. We encourage teachers at all levels (including the elementary) to find ways to incorporate the use this technology in daily instruction.***

***While the students are using the laptops in class teachers must be active to monitor their use; we expect teachers to be up and moving around the classroom when the computers are being used. Also, students should be arranged so teachers have a visual on the monitors at all times. Mr. Meyer has spoken to all students about the appropriate way of using the laptop in school; please be familiar with these recommendations.***

***We fully understand that we won’t be able to stop all inappropriate uses of the student computers, but we will be proactive with monitoring how they’re being used. Student caught using their laptops inappropriately will have the privilege of using them taken away.***

***Students should not be allowed to:***

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

***Teachers in high school are expected to have all their classes on Angel; by doing this the students will have access to homework and assignment via the internet. With this in mind, our staff has embraced this new challenge and make sure they’re in compliance with having all their classes on this system and we encourage you to take advantage of this opportunity.***

**4.7) Cell Phones:**

***Cell phones will be permitted to be carried by the student starting in the 2012-13 school year. However, the phones need to be turned off during class. Students are welcomed to use their cells phone during lunch.***

***Students caught using their cell phone during class, or at other inappropriate times, will have them confiscated and turned in to the Principal. If you can’t be responsible to use your cell phone in a mature way you may lose the privilege to have their cell phone at school.***

### 4.8) Daily Announcements:

Teachers and/or organizations wanting to place notices in the announcement must do so by 8:00 a.m.; please submit these requests to Shelly in the HS office. A daily announcement will be typed and given to all teachers by then end of first period. Announcements will be read at the beginning of the 3rd period by the classroom teacher. It will also be posted on the Principal’s Bulletin Board on the 3rd floor. If for some reason you don’t have the announcement read to you during the day please take some time to read them off the bulletin board.

### 4.9) Respect in the Class Room:

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

### 4.10) Smoking or using Tobacco Substances:

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

A student caught with cigarettes or tobacco substances, or any other controlled substances on his/her person or in his/her personal propertywill be suspended out of school for three days on the first offense, and more sever punishments will be implemented for other offenses. The student will also be denied school activity according to school activity participation guidelines.

# 4.11) Public Display of Affection (PDA):

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

### 4.12) Conduct in the School Building:

When arriving at school students may congregate in the hall near their locker; students should not enter the building until the teachers arrive at 7:30 a.m. At 8:00 am students will proceed to their lockers and first period classes. No running in the halls and stairways of the building. Noise in the building should be kept at a minimum. Students are not to be in the HS building during lunchtime.

### 4.13) Suspensions/Saturday School:

Suspensions will be either in-school or out-of -school in type. Students receiving in-school suspensions will be mostly likely serve this consequence during Saturday School so the student does not miss additional instructional time.The administration reserves the right to rule on participation in extra-curricular practices or competitions during this time of suspension. Students receiving an out of school suspension will not be allowed to be on school property, in the school buildings, or allowed to participate in any school sponsored activity as a spectator or participant. SSCS believes in the separation of disciplines and grading; students receiving consequences for their inappropriate behaviors will have the opportunity to make-up their homework.

### 4.14) Detentions:

In the event that a student is issued a detention for unacceptable conduct, the serving of this detention time will supersede all other scheduled activities. Detentions are to be served by the student with the teacher assigning the detention. Students failing to show up for detentions for will be referred to the principal for further consequences. The principal’s disciplinary options for detentions not served can include, but is not limited to, an additional detention, an in-school suspension, not being able to participate in school activities, or an out of school suspension.

4.15) Fighting and Snowballing:

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

4.16) Locker Rooms:

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

4.17) Library:

Please make sure that Mrs. Alsmeyer is in the library when you’re checking out books or other materials. If she isn’t available please return to your class and tell your teacher she was not there.

The library is there for you to use as a resource; please respect the items you check out and return them in the condition you found them.

### 4.18) Dances:

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

##### Guidelines for ALL Dances

1. Students must be dressed in an appropriate and respectable manner. Displays of affection will not be tolerated. Those not adhering will be asked to leave.

2. Students who have consumed alcohol or used illegal controlled substances prior the beginning of the dance will not be allowed to enter the dance. Students using alcohol, illegal controlled substances or tobacco products during the dance will be dealt with according to the student handbook. This would include calling police authorities.

3. All dates with individuals who are not enrolled in the Scribner-Snyder Community School for all dances must be cleared with the administration or sponsor of the organization sponsoring the dance. Dates of ages 21 and over will not be permitted unless approved by the school board or administration.

4. All dances will end before or at 12 o'clock midnight.

5. TWO sponsors must attend each dance. Sponsors will be either faculty members or parents approved of by the administration.

6. The dance area will be cleaned up by the sponsoring organization the same night of the dance or the next morning after the day of the dance.

7. Students will sign in and sign out noting the time for each. You will not be allowed to re-enter after leaving the dance. If you leave the dance early your parents will be called to let them know you’ve left.

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

1. All other dances will be held in the commons area or gym in the elementary.

2. Students who leave the dance will not be re-admitted to the dance and your parents will be called.

3. Dances will be over at 11:00 p.m. Time limits may be altered with the principal’s approval.

4. Junior High Students are not permitted to attend the Prom or Homecoming Dance. Junior High students may attend the Sweetheart Dance. Junior High dances will be sponsored by Student Council.

5. The adult sponsors of all dances will closely monitor the entrance and exit area of the dance area.

**4.19) Student Transportation**

**Bus Schedule for Late Start Days**

When the weather causes school to begin at any time other than normal the patrons and students will be notified via the School Reach Telephone System. The normal bus schedule is to depart Snyder at 7:25 a.m. Therefore, if a 2 hour late start has been issued the bus will leave Snyder at 9:25 a.m. and classes will begin at 10:00 a.m. The students should arrive in time to make the scheduled departure.

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

**Riding the School Bus**

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

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

3. Outside of ordinary conversation, classroom conduct is to be observed by

students. Any pupil who is guilty of unbecoming conduct, of using

inappropriate language, or abusing or casting reflections upon the driver or

upon the other pupils may forfeit the right to ride on the bus.

4. Unnecessary conversation with the driver is discouraged.

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

6. Teasing, scuffling, holding, hitting or using hands, feet or body in an objectionable manner which can cause distraction or injury to occupants on the bus is not permitted.

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

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

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

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

**Upon Leaving the School Bus**

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

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

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

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

**Discipline and Penalties**

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

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

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

To change the attitude of our students and to hold them directly responsible for their actions teachers will keep the students after school until 3:45 pm. Depending on the teachers schedule they may keep the student until 4:00 if necessary to complete the work.

**LATE WORK -** Missing, incomplete, or unacceptable work will result in after school detention with the teacher. For SPED students they will be given 5 days to make-up this work after that this work, regular education students will be given 2 days, after this time the homework any work will be grade “as is” or if the work is still not done will be entered on Powerschool has a zero. The teacher will then make a copy of the work and put in a file, if the students fails the quarter or semester they’ll then have an opportunity to redo/finish the work during Saturday or Summer school.

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

### 5.1) Textbooks:

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

1. Destroyed or Lost Book or Workbook - **Replacement Cost**

2. Torn page - **$.25 per page**

3. Ink marks (pages and covers) - **$.25 per page**

4. Page missing - **$1.00 per page**

5. Broken binding - **$12.00**

### 5.2) Library Books:

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

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

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

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

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

### 5.4) Elementary Building:

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

### 5.5) Lab Fees:

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

### 5.6) Lockers:

Lockers will be assigned to each student at the beginning of the school year. These lockers are the property of the school and each student is responsible for keeping it clean, in order and the **door shut**. If a problem arises concerning your locker, report the problem to the principal's office.

Content of the locker is reserved for educational materials and necessary personal items. The outside of the locker is limited to motivational material provided by school organizations. The school reserves the right to run locker checks on a periodical basis. Objectionable material will be removed. Anyone wishing to put a lock on his or her locker may do so by checking one out from the principal’s office. You **MAY NOT** use one of your own. Students are not to leave items on the floor around the locker area.

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

It is the general policy of the Scribner-Snyder Community Schools that network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Scribner-Snyder Community Schools. Users of the Scribner-Snyder Community Schools network must acknowledge their understanding of the general policy and guidelines as a condition of using the network. By signing the parental acknowledgement in the appendix section of this book you are also giving your student permission to access the internet for educational purposes directed by the school.  
  
Use of the Scribner-Snyder Community Schools network services is a privilege, not a right. Failure to adhere to this policy and administrative procedures may result in suspension or revocation of network access. Willful or intentional misuse could lead to disciplinary action or criminal penalties under applicable state and federal law.  
   
**1. Acceptable** uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's functions.  
  
**2. Unacceptable** uses of the network include, but are not limited to:

* Violating the rights to privacy of students or employees of Scribner-Snyder Community Schools, or others outside the school system.
* Using profanity, obscenity, or other language which may be offensive to another user.
* Copying materials in violation of copyright law.
* Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own, without properly giving credit to their source.
* Using the network for financial gain or for any commercial or illegal activity.
* Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
* Re-posting personal communications without the author's prior consent.
* Revealing home phone numbers, addresses, or other personal information.
* Making personal purchases or unauthorized orders using the Scribner-Snyder Community Schools name.
* Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
* Downloading or copying information on to disks or hard drives without prior teacher approval.
* Using another person’s login and/or password for access to the system.

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

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

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

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

### Internet Use Procedures

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

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

**a) Directed Searches**  
Teachers may work directly with small groups of students or with an entire class. Internet access will be limited to those sites approved by the teacher and previewed in advance, within a week prior to use. Teachers will be responsible for reviewing the Internet policy and procedures with students prior to any directed searches.  
  
**b) Independent Searches**  
All students must have a signed form on file with the office before access will be granted.

Students will not be issued Internet e-mail accounts. Use of the e-mail can be accessed before and after school through web based providers. Email is not acceptable during school hours without approval from the principal.

**6.0) STUDENT RECORDS**

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

1. Student's social security number

2. Record of dates of attendance

3. Grade level completed

4. Transcript of classes taken with grades and credits received

5. Record of date and of type of inoculations and health examinations, which are given to the class or student body as a whole.

6. Record of participation in officially recognized school activities and sports.

1. Signatures of people who are required to sign for access to student records and statement of purpose for such areas.

8. Students or student’s parents written consent of release of student records.

**NOTE: These records are confidential.**

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

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

1. Results of standardized achievement, aptitude ability, interest and intelligence tests.

2. Protocols of tests administered to the class or student body as a whole.

3 Diagnostic education evaluations.

4. School Educational Specialists report.

5. Disciplinary-action reports.

6. Truancy reports.

7. Final reports of non-school special consultants

8. Correspondence concerning student.

9. Educational, medical, and family histories and data peculiar to individual students.

10. Data Summary reports.

1. Transcripts of school hearings concerning students.
2. Students or student's parents written consent of release of student records.
3. Anecdotal records.
4. Signatures of people who are required to sign for access to student records and statement of purpose for such access.

**NOTE: These records are confidential.**

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

**6.3) SPED Records - SPED Director’s Office (Confidential):**

1. Psychological elimination reports.
2. School social workers' case-study reports.

3. Parent's written consent permitting special examination of their child.

4. Copy of annual notification of parents of their child's placement under program for children with handicapping conditions and the return requested certificate.

5. Parent's written consent to the provisions or denial of their child's placement

under programs for children with handicapping conditions.

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

**6.4) FERPA Notice for Directory Information:**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military

recruiters, upon request, with three directory information categories – names, addresses, and telephone

listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.[[1]](#footnote-1)

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

**-Student’s name - Grade level**

**- Address - Participation in officially recognized activities and sports**

**- Telephone listing - Weight and height of members of athletic teams**

**- Electronic mail address - Degrees, honors, and awards received**

**- Photograph - The most recent educational agency or institution attended**

**- Date and place of birth - Major field of study - Dates of attendance**

**7.0) REGULATED ITEMS**

### 7.1) Lunch Program:

**7.1.1) Payment for Meals**

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

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

Every family is assigned an account number. All money received goes into each family account for the use of all students in the family. If your account gets low you family will be called via the School Reach Calling System. The school must receive payment for family accounts ASAP .

**7.1.2) Issuance of Meal Tickets**

All K-12 students are assigned a meal number with a 4-digit code in line. Please remember your number and punch it into the computer pad after you get your lunch trey. Every effort will be made to communicate with students, parents/guardians about respective lunch accounts balances. Please monitor your student’s lunch account to aid the district in this matter. No one will be denied lunch due to insufficient funds.

**7.1.3) Procedure for Accepting and Filing Complaints of Discrimination in Nebraska**

**School Meal Programs.**

**I. Right to File a Complaint**

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

**II. Acceptance**

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Programs at the Nebraska Department

of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

**III. Verbal Complaints**

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

a. Name, address and telephone number or other means of contacting the complainant.

b. The specific location and name of the entity delivering the program service or benefit.

c. The nature of the incident(s) or action(s) that lead the complainant to feel dis-crimination was a factor.

d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability).

e. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).

f. The date(s) during which the alleged discriminatory action occurred, or if

continuing, the duration of such actions.

### 7.2) Pop Machines:

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

**7.3) School Nurse:**

**IMMUNIZATION STANDARDS**

Nebraska State Law **Section 79-217.**

|  |  |
| --- | --- |
| **Student Age Group** | **Required Vaccines** |
| 2-5 year olds enrolled in a school based program not licensed as a child care provider | 4 doses of DTaP, DTP, or DT vaccine,  3 doses of Polio vaccine,  3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,  3 doses of pediatric Hepatitis B vaccine,  1 dose of MMR or MMRV given on or after 12 months of age,  1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age |
| Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 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.  1 dose of Tdap (must contain Pertussis booster |
| Students entering 7th Grade |
|  |
|  |  |

**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

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.

# 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.

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 the administration.

### 7.4) Harassment:

Harassment of any kind from student-to-student, student-to-adult, adult-to-student or adult-to-adult will not be tolerated.

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

This receipt shall serve to demonstrate that you as parent or guardian of a student attending Scribner-Snyder Community School District #62 have received notice of the standards of conduct to this district exacted of students concerning the absolute prohibition against the unlawful possession, use, or

distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described by board policy or administrative regulation. This notice is being provided to you pursuant to P.S. 101-226 and 34 C.F.R. PART 86, both federal legal requirements for the district to obtain any federal assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the

unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

**7.5.1) Board Policy Relative to Student Conduct**

**PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.**

It shall be the policy of the Scribner-Snyder Community School District #62, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours, or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to

the following:

1. Possession of any controlled substance, possession of which is prohibited by law.

2. Possession of any prescription drug in an unlawful fashion.

3. Possession of alcohol on school grounds or as a part of any school activities.

4. Use of an illicit drug.

5. Distribution of any illicit drug.

6. Use of any drug in an unlawful fashion.

7. Distribution of any drug or controlled substances when such distribution is unlawful.

8. The possession, use, or distribution of alcohol.

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

**7.5.2) Student Information:**

**BOARD POLICY** -- It shall be the policy of the Scribner-Snyder Community School District to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the district.

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

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

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

It shall be the policy of the Scribner-Snyder Community School District #62 to provide an age - appropriate, developmentally based drug and alcohol education and prevention program for all students

of the school. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economical, social, educational, and physiological consequences may be made known to the students of the District.

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

**7.6) Armed Forces Recruiters:**

Federal law requires that we give Armed Forces recruiters access to students and student recruiting information in alignment with the information shared with postsecondary institutions. This information would include names, addresses, and telephone listings. You may request in writing to the administration that this information not be released without the prior written consent of the parent.

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

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

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

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

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

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

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

For more information you may contact: **Jimmy Ebel 402-664-2568**

**7.8) Student Fees:**

The Board of Education of Scribner-Snyder Community Schools adopts the following student fee policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District’s general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

**Section 1** Guidelines for clothing required for specified courses and activities

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

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

**Section 2** Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

**Section 3** Materials required for course projects

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

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

**Section 4** Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

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

**Section 6** Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

**Section 7** Transportation costs

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

**Section 8** Copies of student files or records

The Superintendent or the Superintendent’s designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student’s files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students’ files or records and no fee shall be charged to search for or retrieve any student’s files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

**Section 10** Participation in summer school or night school

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

**Section 11** Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like.Students may be required to bring money or food for field trip lunches and similar activities.

**Section 12** Waiver Policy

The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

**Section 13** Distribution of Policy

The Superintendent or the Superintendent’s designee shall publish the District’s student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

**Section 14** Student Fee Fund

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

Legal References:

Laws 2002, LB1172 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. 79-2,104 (student files or records)

Neb. Rev. Stat. 79-715 (eye protective devices)

Neb. Rev. Stat. 79-737 (liability of students for damages to school books)

Neb. Rev. Stat. 79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

**SHARING INFORMATION WITH OTHER PROGRAMS**

Dear Parent/Guardian:

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

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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

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

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

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

|  |
| --- |
| Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

Ginger Meyer, Superintendent

Scribner-Snyder Community Schools

400 Pebble Street, P.O. Box L

Scribner, Nebraska 68057

Telephone: 402-664-2567

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

**STANDARD FEE WAIVER APPLICATION FORM**

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

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

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

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

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

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

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

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

Fee Waivers are being requested for the following activities:

|  |  |  |  |
| --- | --- | --- | --- |
| Athletics  \_\_\_\_ Basketball  \_\_\_\_ Football  \_\_\_\_ Track  \_\_\_\_ Wrestling  \_\_\_\_ Volleyball  \_\_\_\_ Golf  \_\_\_\_ Softball | Fine Arts \_\_\_\_ Art  \_\_\_\_ Music  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Organizations \_\_\_\_ FBLA  \_\_\_\_ FCCLA  \_\_\_\_ FFA  \_\_\_\_ Student Council  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  ­­­\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| I hereby make application for the waiver of any fees listed above.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Parent/Guardian/Actual Custodian Date | | | |

|  |
| --- |
| For Office Use Only  Application Approved: \_\_\_\_\_\_  Application Denied: \_\_\_\_\_\_\_\_ |

**8.0) EMERGENCY SITUATIONS**

**8.1) Fire Drills:**

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

The following general regulations pertain to a fire drill:

1. Go in a single file and as quiet as possible.

2. First student leaving building holds doors open for rest of students.

3. Students by windows close them before leaving.

4. Last one out of the room turn off lights and CLOSE THE DOOR.

5. Last one out of the OUTSIDE EXITS close them.

6. Wait for the all clear from administration before entering the building.

7. Return in single file and return to class quietly.

### 8.2) Tornado Drills:

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

### 8.3) Weather:

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

**9.0) ACTIVITIES INFORMATION**

**9.1) Uniforms:**

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

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

**9.2) Cut Policy:**

The head coach can cut seniors involved with a varsity athletic team if he/she is not capable of making the team. However, we will make every effort to only use this procedure as a last resort. A student that has been released from a team is encouraged to participate in other school activities.

### 9.3) Conduct at Activities:

When you are attending an activity, whether in Scribner-Snyder or an opposing community, you are representing Scribner-Snyder Community School. All students who are spectators or participants will conduct their action in a manner that is a positive and sportsmanlike. All cheering will be directed at our players and team. A student may be suspended from participation in or attendance at extra-curricular activities for un-sportsmanlike conduct, fighting, use of profanity, or other acts of violence.

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

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

1. If it is an inconvenience for the parent to go back to Scribner to pick up their child or if the family is heading another direction we will allow them to take their child from the event. Each coach will have a form that the parents must sign. The coach or sponsor will then release their child into their care; we will limit this to the student’s parents/guardians only.

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

### *9.5) Activity Pass:*

***Students in grades 7-12 participating in a sports, club, or organization will be given an activity pass which may be used for entry to all home events. All other students K-12, who aren’t participating in these activities, may either pay daily admission fees to get into these events or may purchase an annual activity pass for $30.00 per child. The pass will give these students entry to any home event.***

**9.5.1) Eligibility Requirements:**

To participate in any senior or junior high school activity or athletic event, weekly eligibility must be maintained. Any student on the ineligible list will lose their ability to participate in these activities until they raise their grades.

**9.5.2) Permission to Participate:**

School sponsored events may require signed parent permission slips from home; typically these include field trips or other special events that take place outside the school day.

**9.6) Guidelines for Interscholastic Participation:**

**9.6.1) PHILOSOPHY**

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

**9.6.2) OBJECTIVES**

a) To provide outlets for students desiring to participate on terms in competition with other schools.

b) To assist in the development of higher levels of strength, endurance and vitality.

c) To teach good sportsmanship, character and sociability.

d) To develop the health of each individual so he/she will be a contributing member of society.

e) To develop ideals of self-sacrifice and denial.

f) To help develop skills that has carry-over value of worthy use of leisure time.

g) To create an atmosphere of unity to foster a school spirit growing out of the school's athletic and

activity endeavors, a spirit that will make the educational process more effective.

***9.6.3) STUDENT PARTICIPATION RULES FOR ALL SPORTS/ACTIVITIE/SCHOOL EVENTS***

***All students observed, or in possession of; cigarettes, chewing tobacco, or other tobacco products, using illegal drugs, or drinking alcohol by an employee of the school district, or if apprehended by any law enforcement officer and formally charged during the school year will have the following consequences:***

1. ***These offenses carry over from year to year. Example: If a freshmen is caught for chewing, and then is caught his senior year drinking alcohol, the second offense guidelines will applied for him.***
2. ***Offenses occurring over the summer will not be part of this discipline system, unless they happen during a school sponsored activity.***
3. ***With any circumstance the parents/guardians and student will be asked to meet with the administration to discuss the accusation before the consequences are enforced.***
4. ***We feel there should be a separation between consequences and academics; for this reason we support (within reason) seniors having the opportunity to participate in the graduation ceremony. However, attending this ceremony is a privilege and not a right, so it will be up to the administration to make the final determination if a student gets to do this or not if they continue to have issues with this policy.***

***Consequences-***

***First Offense:***

* 1. ***Serve a 1 day mandatory out-of-school suspension or have the option of attending 2 in-school suspensions to be served on Saturday school sessions. This will be up to the student and their parents.***
  2. ***Suspension from public performances including any and all school activities for two (2) weeks – 14 days - from the date the consequence starts; this including participation in games, school events, or attendance at any school activities. Students will be allowed to practice if deemed appropriate by the administration and coach(es).***
  3. ***If a student is not out for a sport, or other school activities, they will be required to miss the next major school event – Homecoming, Winter Dance, Prom, etc. We feel this is a fair consequence because the other students in athletic/clubs/activities will have to miss games, trips, and /or performances.***
  4. ***Recommended evaluation/treatment for chemical abuse; this recommendation will be discussed but not required.***

***Second Offense:***

* 1. ***Serve a 3 day mandatory out-of-school suspension or have the option of attending 6 in-school suspensions to be served on Saturday school sessions. This will be up to the student and their parents. If there aren’t enough Saturday school dates left in a school year the student can carry this time over during summer school.***
  2. ***Suspension from public performance, practices, or any/all activities for four (4) weeks – 30 days - from the date the consequence starts; this including participation in games/school events, or attendance at any school activities. Students will not be allowed to practice during the suspension period.***
  3. ***If a student is not out for a sport or other school activities they will be required to miss the next 2 major school activity – Homecoming, Winter Dance, Prom, etc. If there are no major events left in the school year***
  4. ***Strongly recommended evaluation/treatment for substance abuse; this recommendation will be discussed but not required.***

***Third Offense:***

1. ***Dismissal from all public performance, practices, or any/all activities for the remainder of their high school career starting the date the consequence starts. \*\*\*The only exception is seniors may be allowed to participate in the graduation ceremony if the administration deems it appropriate.***
2. ***Recommended evaluation/treatment for substance abuse; this recommendation will be discussed but not required.***
3. ***However, if a student completes a substance abuse program they can request a hearing with the administration regarding their participation status.***

**9.6.4) ATHLETIC & ACTIVITY GENERAL INFORMATION/ CONCUSSION AWARENESS**

1. If an athlete is under medical advice not to participate in athletics, he/she will not be allowed to do so regardless of the feelings of the athlete, his/her parents or the coach (see concussion awareness information below).

2. Health Examination Form – The head coach will ensure that each squad member has submitted a health examination form signed by his/her doctor and parents prior to practice of that sport. These forms are kept in supply with the Athletic Director. Completed files will be kept in the High School Office for referral.

3. Individual Insurance – All **football squad members must have individual insurance** before they are permitted to practice.

4. Athletes/club members/activity participates all represent SSCS, so we expects students to dress appropriately on game days.

5. A team/activity member may not practice with the team or activity group or play in an athletic contest or activity if he/she has missed **any part** of the school day unless the principal gave prior approval.

6. There will be no Sunday activity or athletic practices unless there is a **district or state** game, match or an activity on the following Monday. These practices need to be cleared by the AD.

7. If practices are held during school vacations or holiday periods, excluding pre-season practice in the summer, students will be encouraged, but not required, to participate.

8. There will be no activity practice when school has been called off because of stormy weather. On early dismissal days due to heat practice times will be determined by the AD.

9. There will be no use of school facilities during the NSAA mandated moratorium over Christmas Break.

10. Proper grooming is expected of every activity participant. Proper grooming would include, but not be limited to:

a) Hair neatly trimmed at an acceptable length.

b) No facial hair; Sideburns no longer than the bottom of the ear lobe.

1. Tattoos are not to be visible; tattoos not covered by clothing will be covered with tape or appropriate materials.

**CONCUSSION AWARENESS**

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

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

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

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

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

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

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

It is the responsibility of the superintendent to implement this policy.

Legal Reference: LB 260 Concussion Awareness Act

### 9.7) Instrument Contract (Please get a copy of this from Mr. Poessnecker):

This contract states that the instrument owned by the Scribner-Snyder Community Schools and listed below is checked out to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It is understood that the student, whose name appears on this contract, is responsible for this instrument during the current school year, (summer if stated). Damage or loss of this instrument not covered by insurance, will be paid for by the student. This insurance is mandatory of all student rented school instruments and the premium of said insurance is to be paid by the renter of the instrument.

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

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

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

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

DESCRIBE INSTRUMENT

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

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

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

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

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

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

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

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

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

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

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

During performance talking and moving around is distracting to performers and other audience members. Please consider others and remain quiet and in your seat during all performance times.

If there is going to be an intermission it will be announced ahead of time and we ask that you wait for this break to get up and leave, get a drink, go to the restroom, etc. If you have to leave early please do so in a quiet and unobtrusive manner. Parents please keep all elementary children with you unless they are in the care and supervision of their teacher.

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

**9.10 Scribner-Snyder Organizations:**

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

FFA

FCCLA

NHS

Spirit Club

**General Guidelines for all organizations are as follows:**

1. All organizations will have at least one scheduled meeting per month.

2. When meeting parliamentary procedures will be used. This will involve the students to a greater degree and give them the opportunity to be in the know of how and why things are done.

3. Minutes of the meetings will be typed up and electronically and record should be kept.

4. Fundraisers for each organization have been set and any extra fund raising must be approved by the Principal to assure we are not overlapping another organization and are not bombarding our community base constantly. Dates for fundraising are set and must be adhered to.

7. All members will be held to the behavior and academic guidelines established for all students.

Students academically or behaviorally ineligible will not be allowed to participate.

8. When students are out of school for organizational school activities each student will receive a Yellow Sheet. The sheets are signed by the Principal first and then the student must secure the signature of each teacher on their schedule and ta parent. These should then be given to the sponsor at least 3 days before the event.

9. When attending out of school events during school time students will adhere to our

dress and conduct codes.

**10.0) DISCIPLINARY AND SUSPENSION PROCEDURES**

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

I. Definitions

Superintendent means Superintendent or his/her lawful designee.

Principal means Principal or his/her designee.

II. NOTICE TO STUDENTS AND PARENTS

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

III. STUDENT CONDUCT

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

III.-1. GENERAL AREAS OF PROHIBITED CONDUCT.

Any student conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with the health, safety or well-being, or the rights of students or others is prohibited. The preceding is a general standard that should be used as a guide by all

students. Not all acts of misconduct can be itemized in this policy. The following is an enumeration of some of the main areas of conduct, which may lead to disciplinary action when such conduct occurs on school grounds, or in a school-owned or utilized vehicle, at an educational function, or an athletic, or any other school-sponsored function.

A. Use of violence, force, noise, coercion, threats, intimidation, fear, insubordination or other similar conduct is prohibited.

B. False communication about a bomb or other explosive or harmful device in or on school grounds.

C. The willful causing or attempting to cause damage to private or school property.

D. Stealing or attempting to steal private or school property.

E. Causing or attempting to cause physical injury to others, including the throwing of objects or materials which would cause physical injury, except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary.

F. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

G. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally known to be a weapon.

H. Violation of the Gun-Free School Act under LB 1250, LB658, any Nebraska State or Federal law of statute.

I. Engaging in the unlawful selling, possessing or dispensing of tobacco, alcoholic beverages, narcotics, drugs, controlled substances, or inhalant.

J. Engaging in the selling, using, possessing, or dispensing of unauthorized or illegal substances such as alcoholic beverages, narcotics, drugs, controlled substances, or inhalants.

K. Truancy or failure to attend class or activities.

L. Tardiness to school, assigned classes or scheduled activities.

M. Using language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion, and which, by school standards is considered vulgar or obscene.

N. Repeated violation of any valid rules of conduct established under this or other Board Policies.

O. Loitering on school property before or after assigned classes without the permission of a staff member.

P. Causing a false fire alarm.

Q. Trespassing, i.e., being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when instructed to do so by school officials.

R. Unlawful assembly, i.e., assembly that disrupts the educational process.

S. Engaging in sexual assault or attempted sexual assault on a school employee, student or any other person, or engaging in public indecency as defined by Nebraska Statute.

T. Engaging in any unlawful activity as determined by the laws of the United States or State of Nebraska.

U. Failing to follow the appropriate instructions of school staff, including the employees of other school districts when participating in joint activities, and/or engaging in insubordinate conduct toward school staff.

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

III.-2. POSSESSION OF PROHIBITED ITEMS.

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

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

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

Definitions of:

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

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

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

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

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

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

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

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

IV. DISCIPLINARY PROCEDURES

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

(1) Counseling students and conferring with parents as appropriate.

(2) Detention before or after school or during recess periods.

(3) Requirements to revise assignments or prepare additional assignments.

(4) Restriction of extra-curricular activities.

(5) Isolation and in-school suspension. In-school suspension does not involve the loss of educational benefits since the student is assigned to a location within the school and provided with academic activities. Therefore the procedures described in Section V below do not apply to in-school suspension.

(6) Saturday School: Each Saturday School hour served will replace 2 hours of detention or in-school suspension. The purpose of the Saturday School is to provide discipline without requiring a student to miss any class time.

(7) Recommendation for professional counseling.

(8) Logical consequences of the initial behavior such as repairing or reimbursing the cost of damaged items.

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

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

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

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

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

V-1. INFORMAL CONFERENCES

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

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

V-2. GUIDELINES ON MAKING UP WORK.

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

V-3. EMERGENCY EXCLUSION

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

(a) Having a dangerous communicable disease.

(b) Creating a danger to self or others.

1. Disrupting others' opportunity to learn.

1. Exclusion may not last longer than necessary to avoid the threats of the emergency.

If longer than 5 days, there must be substantial compliance with the procedures provided for long-term expulsion (suspension).

V-4. SHORT-TERM SUSPENSION

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

a. The Principal, Superintendent or his/her designee will make an investigation.

b. The Principal or Superintendent may suspend the student after he/she determines it is necessary to help the student, or to prevent interference with school purposes.

c. The student will be given oral or written notice of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.

d. Within 24 hours (or such time as is reasonably necessary) following suspension, the administrator will:

(1) Send a written statement to student, student's parent/guardian describing the student's conduct or violation of the rule.

(2) Give reason for the action taken.

(3) Make a reasonable effort to confer with the parents/guardian before, or at the time the student returns to school.

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

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

1. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
2. Within two (2) school days, a written notice must be sent by registered or certified mail or personal delivery to the student, the student's parents or guardian, informing them of the rights under State Statute.

3. This notice shall include the following:

a. Rule violated and summary of evidence.

b. Penalty, which the Principal has recommended.

c. Notice of right to a hearing.

d. Hearing procedures provided by this policy and appeal procedures.

e. A statement concerning the right to examine all records of the case.

f. A statement concerning the right to know the identity of witnesses who will appear and substance of their identity.

g. The written notice letter shall include a form for the student's parents /or guardian to request a hearing.

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

1. Superintendent or his/her designee must appoint a Hearing Examiner.

2. Hearing Examiner must give a written notice within two (2) school days after being appointed to principal, student, and student's parents or guardian of the time and place for the hearing.

3. Requirements to be a Hearing Examiner:

a. Has not brought the charges against student

b. Shall not be a witness at the hearing

c. Has no involvement in the charge; can be impartial

d. Must be available to answer any questions relative to the hearing

e. May be a school employee

4. The hearing must be held within five (5) school days after the request, but cannot be held without providing the Principal, student, and the student's parent(s)/guardian(s) at least two (2) school day notice. The Hearing Examiner for good cause may postpone the hearing.

5. The right to examine the record and written statements (including the statement of any witnesses for the school) prior to the hearing must be provided to the student, legal counsel, student's parent, guardian, or representatives.

6. If no hearing is requested, the punishment goes into effect on the 5th school day following notice. A hearing may be held, if requested after five (5) school days, but no later than thirty (30) calendar days following receipt of notice. If the student or the student's parent/guardian requests a hearing in more than 5 school days, but not more than 30 calendar days following receipt of the written notice, the hearing shall be held, but the imposed penalty shall continue in effect pending final determination. See Section V-5-D.

7. If more than one student is charged with violation of the same rule and if the students are charged with acting in concert, a single hearing may be held, unless the students' interests may be substantially prejudiced as determined by the Hearing Examiner.

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

1. The following shall attend the hearing:

Hearing Examiner, the student, his/her representative (if any), the student's parents or guardian, and if necessary, the counsel for the Board of Education.

2. Witnesses may be present only when testifying.

3. Anyone may be excluded by the Examiner if they disrupt the proceeding.

4. The student may speak on his/her own behalf and question witnesses; he/she may request not to speak; the student may be excluded, if necessary, when discussing the student's emotional problems.

5. The Principal shall present statements to the Hearing Examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian or representative prior to the hearing.

6. The Hearing Examiner is not bound by formal rules of evidence or other courtroom procedure.

7. The following persons may ask persons to testify at the hearing:

The student, the student's parents, guardian or representative, the Principal and the Hearing Examiner.

8. Testimony shall be under oath; the Hearing Examiner may administer the oath.

9. The persons listed in (7) above, shall have the right to question any witness giving information at the hearing.

10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case to the extent provided by Nebraska state law.

11. The proceeding shall be recorded at the expense of the school district

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

1. The report shall include the Hearing Examiner's recommendations and the reasons for the decision.

2. The report shall be reviewed by the Superintendent of Schools who may change, revoke or impose the sanctions recommended. Never may the Superintendent's sanction be more severe than the Examiner's recommendations.

3. Written notice of the recommendations by the Examiner and the determination of the Superintendent shall be sent by certified or registered mail or personal delivery to the student and the student's parent/guardian.

4. Upon receipt of the written notice, the determination of the Superintendent shall take effect.

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

1. The student or the student's parents or guardian may appeal the Superintendent's determination to the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within seven (7) school days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested it will be held within a period or 10 school days after such request unless the time for the hearing is changed by mutual agreement of the student and Superintendent.

2. Hearing of the Board of Education:

a. At least (3) Board of Education members must be present.

b. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be part of the record.

c. The appeal must be held on or before the next regular Board meeting.

d. When the Board deliberates, it may re-open the hearing to receive evidence subject to the right of all parties to be present.

3. The Board may alter the Superintendent's determination, but may not impose more severe sanctions.

4. Final determination of the Board shall be personally delivered or sent by registered mail to the student and his/her parent or guardian.

5. Appeal of the decision of the Board is to the district court of the county where the action is taken. Appeal must be made within thirty 30) days after service of the final decision of the Board.

6. The appeal record shall consist of the charge, the notice, the evidence presented and the Hearing Examiner's findings and recommendations.

7. On appeal to a court, the record shall also consist of any additional evidence taken and any additional actions taken in the case.

V-6. IMPOSITION OF PENALTIES PRIOR TO HEARING

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

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

(a) Interference with an educational function or school purpose, or

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

**VI. MAXIMUM LENGTH OF EXPULSION.**

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

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

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

It is the policy of this School District to require the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. For purposes of this policy, "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent or the Board of Education may modify such required expulsion on an individual, case-by-case basis. This policy shall not apply to: (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b) firearms which may lawfully be possessed by a person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**VII. ALTERNATIVES TO EXPULSION.**

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

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

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

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

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

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

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

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

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

### NOTICE OF NONDISCRIMINATION

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

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

**Office for Civil Rights**

**8930 Ward Parkway, Suite 2037**

**Kansas City, MO 64114**

**(816) 268-0550**

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

**TDD: (800) 437-0833**

**HANDICAPPED CHILDREN**

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

**Ginger Meyer, Superintendent**

**400 Pebble Street Box “L”**

**Scribner, NE 68057**

**(402) 664-2568**

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

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

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

**APPENDIX A- TORNADO DRILL PROCEDURE**

**ELEMENTARY BUILDING**

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

List of classrooms and assigned areas:

**Main Building/Commons:**

1st Grade, 2nd Grade - **Boy's restroom in Commons**

3rd Grade - **Girl's restroom in Commons**

4th Grade, 5th Grade - **Boy's locker room in the shower area**

6thGrade **– Boys and Girls bathrooms in Vo Ag Building**

Elem Library- **Girl's locker room in the shower area**

Office Personnel/Kitchen Staff **– Business Manager/Supt. Offices**

7-12 Gym Classes – **Storage Room off Commons Area.**

7-12 Students at lunch – **Assigned Locations in the HS**

**Elementary Annex**:

Kindergarten - **Boy's restroom**

Pre-Kindergarten - **Girl’s restroom**

Special Education Classroom – **Dunning’s Room**

Dunning’s class- stay in Dunning’s room

Nurses Room- Nurses Bathroom

Computer Lab – **Boys in Boy’s Restroom, Girls in Girl’s restroom**

**High School and Vocational Building**

In the event of a tornado, everyone needs to take shelter. Evacuate the classroom and seek safer shelter.

Everyone must be quiet, moving quickly and orderly, following directions.

List of assigned areas:

**Vocational Building:**

Boys will go to the **Boy’s restroom** and the girls will go to the **Girl’s restroom** in the **Vocational Building**.

**H.S. Building:**

West side classroom in HS are to exit rooms and go down to the **west side of the high school gym under the** **balcony.**

East side classroom are to exit rooms and go down to the **east side of the high school gym under the balcony.**

**Music Building:**

Boys will go to the **Boy’s restroom** and the girls will go to the **Girl’s restroom** in the

**Music Building.**

**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.

**Appendix B - 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**

**Appendix C**

INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS AND VOLIATION NOTICE

Dear Parent/Guardian:

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

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

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

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

Sincerely,

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.

**Scribner-Snyder Community Schools**

**P.O. Box L**

**400 Pebble Street**

**Scribner, NE 68057**

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

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

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

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

The form below the dotted line must be signed and returned to the office. **A student will be excluded from participation in the school activities program and computer network if this form is not returned by Friday, August 24, 2012.**

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

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.

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

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

**Remove, sign and return to the High School office by Friday, August 24, 2012.**

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