

**Strive • Commit • Succeed**

**SCHUYLER ELEMENTARY SCHOOL**



STUDENT HANDBOOK

2022-2023

UPON REQUEST BY PARENTS OR GUARDIANS, THE SCHOOL WILL PROVIDE INFORMATION REGARDING THE PROFESSIONAL QUALIFICATIONS OF THEIR CHILD'S TEACHER(S).

**VISION STATEMENT:**

SCHUYLER COMMUNITY SCHOOLS, IN PARTNERSHIP WITH STUDENTS, PARENTS AND THE COMMUNITY IS COMMITTED TO EDUCATE STUDENTS TO BECOME SKILLED, KNOWLEDGEABLE AND RESPONSIBLE CITIZENS IN A GLOBAL SOCIETY.

**SCHUYLER ELEMENTARY SCHOOL**

(KINDERGARTEN THROUGH FIFTH GRADE)

2404 DENVER STREET

SCHUYLER, NE 68661

TELEPHONE: 402-352-9940

**ADMINISTRATION TEAM**

DR. DAN HOESING-SUPERINTENDENT

BILL COMLEY - HEAD PRINCIPAL

ALICIA KEAIRNES - PRINCIPAL

**SCHUYLER COMMUNITY SCHOOL'S BELIEF STATEMENTS:**

- 1) WE BELIEVE THAT STUDENTS, TEACHERS, ADMINISTRATORS, PARENTS AND THE COMMUNITY SHARE THE RESPONSIBILITY FOR STUDENT LEARNING!
- 2) WE BELIEVE THAT STUDENTS LEARN BEST WHEN THEY ARE ACTIVELY ENGAGED IN THE LEARNING PROCESS!
- 3) WE BELIEVE STUDENTS NEED THE READING, WRITING, MATH AND PROBLEM-SOLVING SKILLS THAT ENABLE THEM TO BE LIFE-LONG LEARNERS!
- 4) WE BELIEVE OUR STUDENTS SHOULD BE VALUED, SAFE, AND SECURE!
- 5) WE BELIEVE THAT WE ARE ACCOUNTABLE FOR STUDENT LEARNING!

## **SCHOOL HOURS**

Schuyler Elementary School: Grades K-5

Monday—Tuesday—Wednesday—Thursday: 8:10 a.m.—3:30 p.m.

Friday: 8:10 a.m.—1:30 p.m.

Students in Kindergarten through fifth grade will be counted tardy when the 8:10 tardy bell rings.

## **VISITORS**

All visitors need to check in with the office immediately after entering the building. Each visitor is required to wear a visitor's badge while in our school building. Parents are extended an open invitation to visit their school at any time. Only the west door at Schuyler Elementary will be used during school hours. Due to the fact that the first and the last months of the school year are extremely busy times for students and teachers, please consider visiting at other times. Calling ahead of time to confirm a visit is preferred. A short visit is highly recommended as opposed to spending a full day. This allows the parents to see their child in their natural setting without putting unneeded pressure on their own child, other students, or the teacher.

Because of liability, responsibilities, and the need for a structured school day, visitations by children outside of the school district are prohibited. In the event an emergency arises and you must confer with a teacher and are unable to make an appointment, please wait until the teacher is on a break or students have been dismissed so as not to disrupt the classroom.

## **WITHDRAWALS**

Procedure for students who are withdrawing from Schuyler Community Schools to transfer to another school district are:

Contact the principals' office prior to transferring.

Parent/Guardian needs to sign for release of school records to another school district.

Students need to return all property belonging to Schuyler Community Schools.

Students need to pay for all fines.

Once all fines are paid and all property belonging to Schuyler Community Schools has been returned, records will be sent as requested.

## **TELEPHONE:**

Because the school phone is a business telephone, we ask that telephone calls by or to any student be limited to emergencies and special situations ONLY. Parents need to make arrangements with their children prior to the start of the day regarding transportation, meeting places, etc. Interrupting a class so a student can take a phone call is not only disruptive to the student, but to the entire class. Students are to ask permission from their teacher or the office before using a school phone.

Outgoing calls will be made only from a designated telephone.

## **CHANGE OF ADDRESS OR PHONE NUMBERS**

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

## **ACHIEVEMENT TESTS:**

In the fall, all second through fifth grade students will have the opportunity to take the norm reference achievement test. In the spring, all third through fifth grade students will engage in the NeSA testing process. The purpose of this testing has several reasons:

To be in compliance with state guidelines.

To help make placement decisions about students.

To provide for continuity in the educational experience.

To interpret the effectiveness of the school's educational program against state and national norms.

## **PARENT-TEACHER CONFERENCES:**

Parent/Teacher conferences are held during the first and third academic quarters. (During the second and fourth academic quarters, your child's teacher may request a P-T Conference to discuss concerns. Parents during these quarters are strongly encouraged to conference with their child's teacher.) Conferences are an opportunity for parents and teachers to discuss a child's progress and accomplishments. We find it extremely important that parents and teachers work together to ensure a positive and successful academic year for each child.

## **REPORT CARDS:**

Assessing and reporting student progress serves as a means of establishing communication among the school, the student, and the home in the interest of providing feedback and guidance to maximize personal growth and development. Report cards are issued to each student on a quarterly basis. Report cards are given to parents during conferences that occur at the end of the first and third quarters. At the close of the second quarter and fourth quarter report cards are sent home with the students.

## **GRADING SYSTEM:**

### **SCALE FOR KINDERGARTEN-1ST GRADE:**

E Excellent (90-100)  
S Satisfactory (80-89)  
N Needs Improvement (70-79)  
U Unsatisfactory (69 and below)

### **SCALE FOR 2ND-3RD-4TH-5TH GRADE:**

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

## Student Fees Policy

The Board of Education of Schuyler Community Schools has adopted a Student Fees Policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended by the 2003 Legislature. A copy of the Student Fees Policy is available upon request from the Superintendent's Office.

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

Breakfast:	\$1.65 (Full Price)	\$ .30 (Reduced)		
Lunch:	\$2.45 (Full Price)	\$ .40 (Reduced)	Extra milk:	\$ 0.35
Adult:	\$3.75			

## CIVIL RIGHTS

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

### Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.aseer.usda.gov/complaint\\_filing\\_cust.html](http://www.aseer.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider

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

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

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

**C ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority

**Non-specialized Attire (Clothing):** Appropriate shoes (tennis shoes) are required for physical education classes in grades K-5.

**Lost/Damaged Materials:**

While the District will provide students with the use of facilities, equipment, materials and supplies, including books and personal/consumable school supplies, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardians 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 responsible for the item and the parent may then direct that the student not be given the item.

**The Administration Team:**

The Administration team is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

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

**NOTICE TO PARENTS:** Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

**Field Trips:**

Part of the educational program of the school includes learning activities that take students away from their regular meeting place by transportation. These activities often cannot be duplicated in the regular classroom and provide students with valuable education, musical, cultural or artistic opportunities. Such trips are made only with the written permission of a parent or guardian. The teaching staff schedules these educational excursions. All field trips begin and end at the school and are normally scheduled during school hours. Field trips require detailed planning, and teachers will send home basic information regarding the experience, including

any fees for lunch or admission. All field trips are supervised by classroom teachers. Students who do not have parent permission to attend a field trip will be expected to attend school. An alternative educational activity will take place for students not attending the field trip.

**Guidance:**

Schuyler Community School's guidance department will provide guidance and counseling services to students in academic, social, and personal concern areas. The counselor will be working closely with teachers, parents, and administrators in attempting to meet the students' needs. Individual, group, and classroom guidance will be provided. Parents may contact the counselor at 352-9940.

**Safe keeping of Valuables:**

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for the other items, which have been assigned their care.

**Class Parties:**

Party Invitations: Party invitations are an "out of school" activity and are to be delivered away from the classroom and playground.

Birthday Treats:

Students may bring birthday treats as long as the first ingredient on the item is NOT sugar, corn syrup, shortening, lard or their equivalent. This requirement is part of the Wellness Policy for Schuyler Community Schools. In part, it is designed to decrease the childhood obesity rate.

**Home-prepared foods will still not be permitted in school for students consumption.**

**Homework:**

Class assignments and homework are a student's investment in his/her education. They not only provide the teacher with necessary feedback, but also provide the students with the opportunity to demonstrate the skills and knowledge he/she has acquired. Assignments are an essential part of the learning process. We hope everyone can see the high priority assignment completion must have for all of our students.

**Library/Media Center:**

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

## **Lost and Found:**

A lost and found box is kept at all schools. If you have lost something, check the box as soon as possible. Items not claimed each school year will be given to welfare agencies.

## **Parent-Teacher Organization**

The PTO is organized to foster better understanding and cooperation between home and school. Parents/guardians are urged to develop an interest in their school's association. Notification of meeting times and dates will be sent to parents/guardians.

## **Attendance Policy**

**(References: Board Policy 503.04 and Neb. Rev. Stat. 79.209)**

### **Attendance Procedures:**

In order for students to receive the maximum benefit of the educational program, it is necessary that they be in attendance on a regular basis and on time. Regular, daily attendance at school is the responsibility of each student and his/her parents or guardians. In addition to the educational benefits, we try to instill in students good citizenship habits such as being punctual, assuming responsibility, and practicing self-discipline. These are lifelong skills that can be learned now and applied to situations later on in life.

1. **All students will be allowed a maximum of 5 absences from school each quarter.** A student will be considered absent half a day, if he/she arrives after 9:30 a.m. A student will also be considered absent for half a day if he/she leaves before 2:30 p.m. Any absences beyond the fifth if related to illness/injury must be accompanied by a doctor's note or you may bring your child in to see the nurse. Parents will need to send a note to excuse his/her child either the day before or the day after a funeral attended by the student.
2. The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. **Please call Schuyler Elementary School at 352-9940 before 9:00 a.m. if your child is absent.** If parents do not contact the school, a school official will contact you to verify the absence. The student will be considered unexcused.
3. If the parents or guardians know in advance that their child is going to be absent for consecutive days, they need to discuss the absences with the administrative team prior to the student being absent.
4. Students are responsible for making up any work missed and for making arrangements with their teacher(s) to do so. If the student knows he/she is going to be absent for the day, the student needs to make arrangements for his/her schoolwork prior to the absence. If it is felt that students recovering from illness at home are capable of working on assignments, we will provide the assignments after school. Since the gathering of make-up work materials takes some time and thought, we ask that arrangements be made when calling to report that your child is ill in the morning. Students will have twice as long as they were absent to turn all work into their teacher(s). The responsibility for making up work rests with the student.
  - a. At the time a student reaches 6 or more absences from class, a conference with the student, parent/guardian, and administration will be arranged along with a letter being sent to the Colfax County Attorney.
  - b. Under special and extraordinary circumstances a parent, teacher, administrator or counselor may file a waiver of the 5 day absence policy. The waiver application should be a letter written to the administrative team. This letter should explain the reason the waiver should be considered and accompanied by any supporting documentation. Each waiver will be considered by the appeals committee on its individual merits. **The decision of the administration team is final.**



5. Students shall be in school the entire day to participate in any afternoon or evening school activities. Exceptions shall be made for medical and dental appointments or for situations that are approved in advance by the school administration.

#### **Excused Absences:**

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

#### **Absences-School Activity:**

The student is responsible to each individual teacher to make up all work that is missed. Every effort should be made to complete all make-up work prior to an absence due to a school activity. Absences for the student's school activities do not count toward a student's absence record as part of the attendance policy.

#### **Appointments During School Hours:**

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

### **Tardy at the Beginning of the School Day**

**Students in kindergarten through fifth grade will be tardy at the 8:10 tardy bell.** All students arriving late will report to the office. School personnel will write each student a pass to allow entrance into his/her classroom. Consequences based on tardiness will accumulate only for a quarter at a time.

**Third Tardy**

**Verbal warning from administration**

**Fourth Tardy and Beyond**

**Meeting with parent, child, administration, teacher, and law enforcement**

#### **Truancy/Unexcused Absences:**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. **The consequence of trancies may include disciplinary action and referral to the county attorney for compulsory attendance violations.**

#### **Reporting Habitual Truancy:**

Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the Administrative Team shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Administrative Team shall file a report with the county attorney of the county in which such person resides.

## Arrival and Dismissal

### **Arrival:**

1. Students should not arrive at school before 7:45 a.m. unless school personnel have requested them to arrive before that time. The school cannot assume responsibility for children who arrive earlier. The tardy bell rings at 8:10 a.m.
2. Students cannot enter the building before 8:00 a.m. unless they have a pass/note from a teacher or parent or **eating breakfast in our lunchroom.**
3. Students are not to play on the equipment or play games while waiting to come inside.
4. K-5 students are required to participate in the S.E.S. Walking Club. We developed the S.E.S. Walking Club to eliminate conflicts between students that were happening as they waited on their assign classroom line. We have seen a huge benefit of our students walking before school. Our students are more alert and focused on learning.
5. When the bell rings, the playground supervisors will give the students permission to enter the building. When the students enter the building, they are expected to be quiet. They should go directly to their lockers and then into their classrooms.

### **Cold Day or Rainy Day Procedures:**

The supervisor on duty will inform the students if they are to come inside. **On days that the students come inside, they will enter the building using the lunchroom doors and walk directly to his/her own locker where they will sit quietly.** The "supervision team" on duty at that given time will monitor all students.

### **Dismissal:**

All students must leave school property by 3:45 p.m. each day. The school cannot assume responsibility for children who remain on school grounds after dismissal. If students are in the building after 3:45 p.m., they must be under the direct supervision of a teacher/sponsor/coach. Students are NOT to be out of their designated areas once they leave the building, but are still on school property. Parents should make an effort to drop off and pick up their children relative to where their children enter/leave the building each day. **If a child is left at school after 4 o'clock, he/she will be promptly taken to the Schuyler Police Department hence this is where the parent will need to pick up his/her child.** In the case of a parent being continuously late, the administrative team will send a letter to the county attorney to make him/her aware of this situation.

### **Student Conduct Between Home and School:**

Parents/guardians are responsible for their child's conduct en route to and from school.

## School Cancellations

Occasionally, it becomes necessary to close public schools in case of severe weather. The Superintendent's staff will notify local news media when inclement weather warrants such action. For closings and late starts, these stations will generally be notified by 6:30 a.m. KFAB and Channel 10 will be contacted as early as possible. Wait for this information to be presented by the media sources. Administrators need to make a number of phone calls, so please do not tie up their lines by calling to see if school will be in session. Parents are urged to use their own judgment whether it is safe for their children to go to school. On such days, the Superintendent will contact the following media sources, to which students and parents should listen:

KTTT 1510 am Columbus  
KFAB 1110 am Omaha  
KOLN Channel 10 Lincoln  
KEXL 106.7

KLIR 101 fm Columbus  
KKOT 93.5 fm Columbus.  
KHUB Radio Lobo 97.7  
KETV Channel 7

KJSK 900 am Columbus  
KZ 100 fm Columbus  
WAG 78  
KLKN TV Channel 8

**\*\*\*\*The best and quickest way to receive school notifications is by making sure that your child's(ren's) school has your most current telephone numbers entered into the S.C.S. Infinite Campus Messenger!**

### After School Starts:

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

### What Not To Do:

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

### Emergency Conditions:

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

## Requirements for Enrolling into School:

**Entrance Age:**

Any child who is five (5) years of age on or before July 31<sup>st</sup> may enter Kindergarten at the beginning of the school year. A Kindergarten Registration will be held before school starts to complete all the necessary paper work.

## Immunization Enrollment Requirements:

### Summary of the School Immunization Rules and Regulations

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

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

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
 Updated 01/26/2018

## **Medical Requirements for School Entrance**

It is strongly encouraged for school entry to have a vision exam by an ophthalmologist or optometrist consisting of testing for amblyopic, strabismus, internal and external eye health, and testing to determine visual acuity. It is also strongly encouraged for school entry to have a dental exam done by a dentist. The parent/guardian may object in writing. The cost is borne by the parent/guardian.

**Birth Certificate:** State law requires that a certified copy of a student's birth certificate be provided within **30 days** of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

### **Medical Physical:**

State law requires a student entering Kindergarten to have a doctor's physical upon the date of entrance.

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

Under no circumstances should students leave the school without **permission from the nurse or office**. Students will not be allowed to make the decision to go home. Students are not to call their parents/guardians unless the nurse or office has been notified first.

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

### **Accidents:**

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

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

The district has adopted and implemented the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department

of Education. Copies of Schuyler Community Schools' protocol can be requested from the school nurse.

The regulations that have been established comply with the Nebraska Department of Education rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and Albuterol. The school will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. The parent(s) or guardian(s) of a student of minority age must request a waiver if they want their student NOT to receive emergency treatment under this protocol.

### **Automated External Defibrillator (AED) Policy:**

#### **Training Required for All Operators:**

1. American Heart Association (AHA) or American Red Cross (ARC) Basic Life Support CPR course with AED training completed.
2. Training must be renewed every two years for AHA certificates and every year for ARC certificates. All certificates must be current.
3. All trained personnel will have their CPR/AED certificates of completion hanging next to the AED.

#### **Protocol to be followed during school hours (8:00 a.m. to 3:45 p.m.):**

1. Medical Emergency Protocol will be initiated by office staff.
2. Office staff will notify emergency medical services (911).
3. Office staff and/or administration will notify family of victim.
4. Medical Emergency Team will respond, assess, and if applicable:
  - a. Administer life-sustaining medication- Epinephrine injection & albuterol by nebulizer
  - b. Administer CPR
  - c. Activate the use of an AED
  - d. Administer other life-sustaining procedures (ie: Heimlich maneuver) or first aid as necessary
5. Medical Emergency Team will remain with the victim until Emergency Medical Services arrive.

#### **Maintenance of Automated External Defibrillator (AED):**

1. Batteries will be checked at semester break and at the beginning of the school year by the school nurse.
2. After use, the AED pads used will be reordered, and the AED will be assessed for appropriate functioning.

\*\*The parent(s) or guardian(s) of a student of minority age must request a waiver if they want their student NOT to receive emergency treatment under this policy.

#### **Child Abuse and Neglect:**

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

### **Exclusion from School:**

Children who become ill, or who have symptoms of illness at school, are sent home after parents/guardians are notified. Emergency numbers will be used if parents/guardians cannot be reached. Children shall be excluded from school for the following conditions:

1. Contagious diseases such as strep throat, chicken pox, measles, mumps, pinkeye, etc.
2. Skin eruptions or suspicious rash
3. Vomiting
4. Abnormal temperature
5. Head lice--Children may not return until appropriately treated and no eggs (nits) are left in the hair. All students must be checked by our nurse upon returning to class.

### **Insurance:**

School insurance is available to all students. Your child will be bringing home insurance papers on the first day of school. Additional information can be obtained by calling Holly Hild at Agri-city.

### **Medical Emergency Authorization Form:**

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

### **Medications:**

If it is necessary for a parent to send medication to school for a student to take during school hours, the medication must be accompanied by written instructions signed by the parent and in the original container from the pharmacy. The medication and signed instructions should be taken to the nurse's office where it will be kept in a locked file. Neither aspirin nor Tylenol (pain medicine) will be provided by the school to be administered to a student.

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

During the school year, the school district will provide health screening. This includes height, weight, vision, hearing, and dental defects. If the screening indicates any child having conditions necessitating the need for professional care, the parent of the child will be notified in writing.

### **Staying Inside:**

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

## Schuyler Elementary Discipline

The chart on the following page identifies some of the prohibited student behaviors and standards consequences. The administration may modify consequences on an individual basis.

The purpose of a discipline policy is to maintain a safe school environment. Administrative discipline is carried out by either the principals and/or the superintendent. The purpose of classroom discipline is to maintain a constructive learning environment. Classroom discipline is conducted by classroom teachers, Student Assistance Team members, para-educators, school psychologists, school counselor, and administration.

In general, discipline policy is designed so the degree of home-school supervision and resource support are directly related to student performance choices. Discipline policy is also constructed so student freedom and choices are solidly linked to their performance choices. When students choose to perform according to basic administrative and classroom goals, parent-faculty supervision and resource support are minimized. Under these conditions, student freedom and choices at school are maximized. However, when students choose not to perform according to standards, parent and school staff supervision and support continues to increase until the student reforms his/her performance. In this case, student freedoms and choices continue to decrease until he/she chooses to perform adequately.

### Schuyler Elementary Discipline Policy

1. School will use the 3 B's as school wide rules.  
**Be Responsible**  
**Be Respectful**  
**Be Safe**
2. Teachers will use their own grade level behavior system, such as balls, tickets, etc.
3. If students discipline warrants a behavior note home, teacher will document behavior on classroom form and send home with student. Parent's signature is needed.
4. Teacher will document event on Infinite Campus and after three events will email principal.
5. Principal will solve resolution with child.
6. Teacher can report consistent behavior that has been documented and reported to parents.
7. **Behavior that requires immediate attention are:**
  - a. Biting another student or spitting on another student
  - b. Fighting (not pushing or shoving)
  - c. Inappropriate contact with another student/adult
  - d. Running away; not returning when prompted
  - e. Storming out of classroom
  - f. Throwing objects resulting in bodily injury to another student/adult
  - g. Use of profanity
  - h. Vulgar activities
  - i. Threatening another student/adult
  - j. Arson
  - k. Assault
  - l. Burglary
  - m. Possession of a gun, a knife, or other weapon
  - n. Theft
  - o. Threatening an adult/student regarding life

Discipline is not something that simply does or does not exist in school; it is an essential part of learning. Discipline is something that must be consciously and energetically pursued and



taught. It is the means by which students are nurtured to learn, to develop responsibility and ultimately, to control their own actions. Discipline is a social necessity; it is the essence of learning.

### **Discipline Referral Consequences for K-3<sup>rd</sup>:**

**1<sup>st</sup> office visit** (student received 3 notes home) \*verbal warning, teacher will call parents  
**2<sup>nd</sup> office visit** (student received 6 notes home) \*1 day in-school suspension, parents called  
**3<sup>rd</sup> office visit** (student received 9 notes home) \*2 days in-school suspension, parents called  
**4<sup>th</sup> office visit** (student received 12 notes home)\*3 days in-school suspension, parents called  
**5<sup>th</sup> office visit** (student received 15 notes home)\*1 day out of school suspension, parent called  
**6<sup>th</sup> office visit** (student received 18 notes home)\*2 days out of school suspension, parent called

**Every 3 notes after the 6<sup>th</sup> office visit will result in 2 days out of school suspension.**

#### **Staying After School:**

Students may be asked to remain after school to meet with a teacher and/or principal for disciplinary or academic irresponsibility. In the event that a student would need to remain longer than 4:00 p.m., parents/guardians will be notified.

**\*Any child that misses 20 or more days of direct classroom instruction for suspension, and/or excused/non-excused absences will be looked at by the Attendance Committee at S.E.S... They will make the decision on retention by reviewing that child's attendance record.**

**Schuyler Elementary is in the process of implementing Capturing Kids Hearts. Discipline issues will be looked at on a case by a case basis. Administration has final decision in all cases.**

### **Discipline Referral Consequences for 4<sup>th</sup>-5<sup>th</sup> Procedures:**

#### **Level 1: Minor Infractions**

Classroom teachers will handle these discipline issues with notes or phone calls to parents, verbal warnings, loss of recess, after school detentions, or loss of other classroom privileges. Teachers will keep anecdotal notes to record frequency of the behaviors and actions taken.

#### **Minor infractions may include the following behaviors:**

- Inappropriate language
- Horseplay/bathroom/hallway/cafeteria behavior
- Electronic devices
- Disrespect—minor
- Leaving class without permission
- Not bringing materials
- Not completing homework
- Throwing objects
- Passing notes
- Not following teacher directives
- Lying/dishonesty
- Sleeping in class

When a student has accumulated three minor infractions in a month's time, the teacher will put the three minor infractions in Infinite Campus as one major infraction. **If a student would obtain 3 minor infractions in a month's time, the teacher will call the student's parents to set up a conference time to discuss the inappropriate behavior and/or concerns!**

## **Level 2: Major Infractions**

Classroom teachers will refer students to the office through Infinite Campus and major infractions will go on the student's records.

### **Major infractions may include the following behaviors:**

- Physical aggression
- Inappropriate gestures
- Cheating
- Open defiance
- PDA violation
- Accumulation of 3 minor infractions
- Destruction of school/teacher property
- Forging parent's signature
- Threats
- Theft
- Discriminating remarks
- Harassment
- Habitually late homework

### **Consequences for major infractions are:**

- **Referral #1:** Student conference with parents, teacher, and guidance counselor along with Friday detention (1:15-3:30)
- **Referral #2:** Student conference with parents, teacher, guidance counselor and principal along with Friday detention (1:15-3:30) and loss of "special" privileges (field trips, lunch, recess, class parties, etc.)
- **Referral #3:** In-school suspension—student will meet with the guidance counselor/ principal to ensure that **all homework is completed accurately**.
  - 3 major infractions=1 day of in-school suspension
- **Referral #4:** In-school suspension—student will meet with the guidance counselor/ principal to ensure that **all homework is completed accurately**.
  - 4 major infractions=2 days of in-school suspension
- **Referral #5:** In-school suspension—student will meet with the guidance counselor/ principal to ensure that **all homework is completed accurately**.
  - 5 major infractions=3 days of in-school suspension
- **Referral #6:** Out-of-school suspension—student will meet with the guidance counselor/ principal to ensure that **all homework is completed accurately** before re-entering the classroom.
  - 6 major infractions=1 day of out-of-school suspension
- **Referral #7:** Out-of-school suspension—student will meet with the guidance counselor/ principal to ensure that **all homework is completed accurately** before re-entering the classroom.
  - 7 major infractions=2 days of out-of-school suspension,
- **Referral #8:** Out-of-school suspension—student will meet with the guidance counselor/ principal to ensure that **all homework is completed accurately** before re-entering the classroom.
  - 8 major infractions=3 days of out-of-school suspension

**Students who exhibit good behavior for one month after getting an office referral can go back to Level 1.**

**Staying After School:**

Students may be asked to remain after school to meet with a teacher and/or principal for disciplinary or academic irresponsibility. Parents/guardians will be notified, if;

- A student is asked by a teacher and/or principal to stay after 4:00 p.m. on Monday-Tuesday-Wednesday-Thursday afternoon!
- A student is asked by a teacher and/or principal to stay after 1:30 p.m. on a Friday afternoon!

**“People do make mistakes and I think they should be punished. But they should be forgiven and given the opportunity for a second chance. We are human beings.”**

**~David Millar**

## **Classroom Discipline-Student Performance Goals**

Classroom discipline policy is aimed at maintaining a constructive learning environment. To achieve this aim, students are expected to perform the following goals:

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

It is expected that all students at Schuyler Community Schools will behave according to the five “Student Performance Goals”.

## **Safety**

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

### **Bicycles and Skateboards:**

Bicycles rode to school should be walked once they are on school property and then parked immediately in the appropriate bike rack. The school is not responsible for lost or damaged bicycles. Students are not to ride bikes on the playground area or on the sidewalks.

Skateboards and roller blades are not allowed on school property.

**Buses: (References: Board Policy 801.01 and Neb. Rev. Stat. 79-318-79-602 and 79-607-79-608)**

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

The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

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

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

**Hallways:**

1. No running!
2. No speaking!
3. Keep your hands and feet to yourself!
4. Walk on the right side!

**Playground:**

1. Throwing or kicking balls into students or against the building is not permitted.
2. Students need to line up IMMEDIATELY when the whistle blows. No talking in line!!
3. One person at a time on the swings is permitted. No one is allowed to twist, jump off or climb the support poles.
4. Students are not allowed to throw of rocks or rubber mulch or snowballs.
5. Chasing or running on the equipment is not allowed.
6. Students need to use proper balls for each sport. Example: Basketballs are for bouncing, not for soccer or kicking.

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

Note: Days when school is in session and during school hours (8:00 a.m.-3:45 p.m.) only Schuyler Elementary School students are permitted on the playground and on the playground equipment.

### **Safety Drills--Fire, Tornado, Etc.:**

We will periodically practice drills throughout the school year. Students are expected to follow proper evacuation procedures.

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

Schuyler Community School's discipline codes are based on FIRMNESS, BUT FAIRNESS. Lost instructional time that is devoted to behavior management and lost progress in student achievement makes discipline problems extremely wasteful of human resources and energy. Deliberate infraction of rules will lead to disciplinary action. All students need to become aware of rules that govern them in the various school settings such as the classroom, hallways, lunchroom, restrooms, playground, and extra-curricular activities.

Student attendance at school is a mandatory charge to parents for those children under eighteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself/herself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and privilege of public schooling for those under eighteen as well as those eighteen and over.

Disciplinary considerations will be made according to the students' best interests and correction of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered. In other extreme situations, a student may be suspended or expelled from school by the administration on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school or state policies.

### **Student Conduct and Discipline Policies:**

The common goal of students, parents, faculty and administration at Schuyler Community School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Schuyler Community Schools will continue to review and distribute a set of reasonable and fair rules and policies. **VIOLATIONS OF THE SCHUYLER COMMUNITY SCHOOLS' RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.**

## **Forms of School Discipline:**

### **Short-Term Suspension:**

Students may be excluded by the Administrative Team from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Schuyler Community Schools Board of Education or the administrative team or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

### **The following process will apply to short-term suspensions:**

1. The Administrative team will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Administrative team will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Administrative team ordering the short-term suspension before or at the time the student returns to school. The Administrative team shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Administrative team.

### **Long-Term Suspension:**

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Administrative team. A notice will be given to the student and the parents/guardian when the Administrative team recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

### **Expulsion:**

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

### **Suspensions Pending Hearing:**

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the Administrative team until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the Administrative team determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

**Summer Review:**

Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

**Alternative Education:**

Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Administrative team or another school representative assigned by the Administrative team, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

**Suspension of Enforcement of an Expulsion:**

Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

**Students Subject to Juvenile or Court Probation:**

Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Administrative team shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Administrative team are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

**Other Forms of Student Discipline:**

Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to

serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

## **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the **Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296**, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Possession of or the use of tobacco (cigarettes, cigars, snuff, chewing tobacco, etc.);
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
10. Published statements regarding students, faculty or employees of the district which are made with reckless disregard for their reputation;
11. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
12. Willfully violating the behavioral expectations for those students riding Schuyler Community School's buses/vans.



13. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
14. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
15. In addition, a student who engages in the following conduct when such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
16. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- A. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- B. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- C. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- D. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school

purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

### **Student Appearance Policy:**

Students at Schuyler Elementary are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. **No policy can be written that will address all of the styles and trends in student clothing and thus the school administration reserves the right to make decisions about the appropriateness of student dress that may not be covered by any specific notation in school policy. Following is a list of examples of attire that will not be considered appropriate:**

1. Clothing that shows an inappropriate amount of bare skin or undergarments (midriffs, spaghetti strap shirts, short skirts, short shorts, and sagging pants);
2. Head wear including hats, caps, bandannas, sunglasses, scarves and the hood of a hooded sweatshirt will remain off the head while in the school building;
3. Clothing or jewelry which exhibits gang affiliation, nudity, makes sexual references, profane messages, messages that carry double meanings or advertises beer, alcohol, tobacco and/or illegal drugs.
4. Absence of shoes, sandals, and/or the wearing of shoes with skates built in and/or cleats (rubber or metal).
5. Clothing or articles which are soiled, torn or ragged;
6. Lined winter coats, oversized sweatshirts, and oversized shirts may not be worn to class.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Administrative team or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Administrative team for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be given appropriate clothing for the remainder of the day. (Students will be responsible for washing and returning clothes to the office) Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

## **Body Piercing Jewelry and Tattoos Policy**

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

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

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

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

## **Academic Integrity**

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

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

### **Definitions:**

The following definitions provide a guide to the standards of academic integrity:

#### **"Cheating":**

Means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

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

### **Advance Information:**

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

**Use of Unauthorized Materials:**

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

**Use of Other Student Answers:**

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

**Use of Other Student to Take Test:**

Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

**Misrepresenting Need to Delay Test:**

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

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

1. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
2. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
3. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
4. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
5. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

**Alteration of Assigned Grades:**

Any unauthorized alteration of assigned grades by a student in the teacher's grade book/IC account or the school records is a serious form of cheating.

**"Plagiarism":**

Means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

**Failure to Credit Sources:**

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

**Falsely Presenting Work as One's Own:**

Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

**"Contributing":**

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

**Sanctions:**

The following sanctions will occur for academic integrity offenses:

**Academic Sanction:**

The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign an appropriate grade for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

**Report to Parents and Administration:**

The instructor will notify the Administrative team of the offense and the instructor or Principal will notify the student's parents or guardian.

**Student Discipline Sanctions:**

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

**Copyright and Fair Use Policy:**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Bullying Policy**

**(Reference: Board Policy 506.10)**

It is the policy of Schuyler Elementary School that “bullying” type behavior is not to be permitted. The following behaviors are strictly prohibited. Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

### **Harassment:**

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

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

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

### **Inappropriate Public Displays of Affection (IPDA):**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
4. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

### **Specific Rule Items:**

The following conduct may result in disciplinary action, which may result in discipline up to expulsion.

1. Students are to be in their seats and ready for class on the tardy bell.
2. Special classes such as Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
3. **Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom.** These items are classified as "nuisance items" and include, but are not limited to: a) personal stereos, **b) cell phones**, c) beepers, d) lighters e) water-pistols, f) fire crackers, and d) laser pointers.
4. Snow handling is prohibited.
5. Chewing gum is not permitted in the school building. Consumption of any food/candy/seeds is permitted only during the students' lunch period except in rare occasions when the classroom teachers permit students to consume it in the classroom. Pop is not permitted during school hours including lunch except in rare incidents where students have permission from the classroom teacher.

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

### **General Rules:**

1. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district is not responsible for restricting monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
4. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
5. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.

### **Policy and Rules for Acceptable Use of Computers and the Network:**

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

Users shall not erase, remake, or make unusable anyone else's computer, information files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

1. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members.)
2. Users shall not use or try to discover another user's account or password.
3. Users shall not use the computers or network for non- instructional or non-administrative purposes (e.g., games or activities for personal profit.)
4. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
5. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.



8. Users shall not damage the network or equipment, damage information belonging to others, misuse network or equipment, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

9. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

10. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas for the summer without written notification to the Local Area Network Manager. (LAN MAN).

### **Etiquette and Rules for Use of Computers and the Network:**

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
3. Do not reveal your personal account, address or phone number, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
5. All communication and information accessible via the network should be assumed to be private property of others.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
9. Other rules may be established by the network administrators or teachers from time to time.

### **Penalties for Violation of Rules:**

All of the policies, rules, and procedures for acceptable use of computers and the network have been developed to ensure students' safety. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

### **Technology Protection Measure:**

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

1. The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools.
2. The technology coordinator or designee may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.
3. **Policy violations:**
4. Any violation of this policy may result in the loss of access to the Internet by Schuyler Community Schools and/or ESU 7. Additional disciplinary actions may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Schuyler Community School or ESU 7 board policy, and including applicable law enforcement agencies when necessary.

## Gang Related Activity

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

**Step 1:** Asked to remove inappropriate clothing or stop inappropriate hand gestures/body movements.

**Step 2:** 1 hour detention with notification to parents

**Step 3:** Suspension from school and law enforcement notification

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

### **Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Schuyler Police Department/Colfax Sherriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Reporting Student Law Violations:**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When the Administrative team or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Administrative team or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor

to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Administrative team or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of Schuyler Community School's to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol.
  - b. Assault.
  - c. Vandalism resulting in significant property damage.
  - d. Theft of school or personal property of a significant nature.
  - e. Automobile accident.
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

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

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Interrogations and Searches:**

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

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

**Questioning of Students by Outside Agencies:**

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

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

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

**Credit for School Work During Suspension:**

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

## Drugs, Alcohol and Tobacco

**(Reference: Board Policy 503.03-1006.02 and Legal Reference: Neb. Rev. Stat.: 79-254 to 79-296)**

**Drug-Free Schools:**

Schuyler Community Schools implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. Schuyler Community School's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

**Education and Prevention:**

Schuyler Community Schools promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs, tobacco and alcohol for all students in all grades.

**Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations:**

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

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

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs:**

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

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

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

(In addition to standards of student conduct elsewhere adopted by Schuyler Board of Education 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 Schuyler Elementary School during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol or tobacco (E-Cigarettes) or alternative nicotine products.

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

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

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational

function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

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

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

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

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

#### **Authorized Use:**

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

#### **Disciplinary Sanctions:**

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

### **Special Education Services**

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### **Students Who May Benefit:**

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

### **What tools are in place to assist identifying Students With Disabilities?**

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

#### **Independent Evaluation:**

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

#### **Re-evaluation:**

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

#### **Individual Education Program (IEP):**

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

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

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information: Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent.

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

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

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to



the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

## State and Federal Programs

### **Notice of Nondiscrimination:**

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

### **Designation of Coordinator(s):**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Schuyler Community Schools, 401 Adams Street, Schuyler, NE 68661, (402) 352-3527.

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

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Dave Gibbons & Darli Vrba
Title IX	Discrimination or harassment based on sex; gender equity	Dr. Dave Gibbons & Darli Vrba
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Dr. Dave Gibbons & Darli Vrba
Homeless student laws	Children who are homeless	Dr. Dave Gibbons & Darli Vrba
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Dave Gibbons & Darli Vrba

## Preventing Harassment and Discrimination of Students

### **Purpose:**

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

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

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

**Sexual harassment may exist when:**

1. Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
2. Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
4. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

**Chain of Command**

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

Step 1: Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2: Address the concern to the Building Principal if the matter is not resolved at Step

Step 3: Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4: Address the concern to the Board of Education if the matter is not resolved at

**Conditions Applicable to All Levels of Complaint Procedure:**

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

**Complaint and Grievance Procedures:**

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

The supervisor, teacher, principal or the Superintendent of Schuyler Community Schools will thoroughly investigate all complaints. The investigator may request that the individual complete the Harassment/Discrimination Complaint Form and turn over evidence of harassment or discrimination, including, but not limited to, letters, tapes, or pictures. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

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

**Notice Concerning Directory Information:**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those

types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

**Additional Notice Concerning Directory Information:**

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

**Notice Concerning Staff Qualifications:**

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

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

## **Student Privacy Protection Policy**

It is the policy of Schuyler Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

**Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:**

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

#### **Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:**

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

#### **Right of Parents to Inspect Instructional Materials:**

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

#### **Rights of Parents to be notified of and to Opt-Out of Certain Physical Examinations or Screenings:**

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

#### **Protection of Student Privacy in Regard to Personal Information Collected from Students:**

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

#### **Parental Access to Instruments used in the Collection of Personal Information:**

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

#### **Annual Parental Notification of Student Privacy Protection Policy:**

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### **Notification to Parents of Dates of and Right to Opt-Out of Specific Events:**

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

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.

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

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

- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students.

(Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right:

(1) hearing, vision, or scoliosis screenings;

(2) physical examinations or screenings that are permitted or required by an applicable State law, and

(3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

**Definition of Surveys of Matters Deemed to be Sensitive:**

Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).



## **Parental Involvement Policies**

**(Reference: Board Policy 1005.03 and Neb. Rev. Stat. 79-530 to 79-533)**

### **General - Parental/Community Involvement in Schools:**

Schuyler Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Schuyler Community Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### **Title I Parental Involvement Policy :**

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

It is the policy of Schuyler Community Schools that:

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

**involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies.**

Surveys will be given to the parents. The results will be used for the distribution of reports/ summaries and for action plans for improvement.

**Parents/Students/School wide Title I Compact:**

**Parents/Caring Adult:**

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

- provide place, time, materials, and assistance for homework
- support school and teachers
- instill a positive attitude toward education
- read to and listen to children read
- open lines of communication between parent/school/student

**Student:**

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

- respect for rules, property, self, and others
- attend school regularly and be prepared to learn and complete homework
- positive attitude toward learning
- accept responsibility for own behavior

**Reading Teachers:**

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

- open lines of communication between teacher/student/parent
- safe and stimulating environment conducive to learning
- adequate number, training, and materials for teachers
- positive role model
- curriculum developed and implemented

**Homeless Students Policy:**

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

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

**Homeless Coordinator:** The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational services for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless

children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

**Breakfast and Lunch Program:**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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

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

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - a. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
8. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
9. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
10. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
11. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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

Note: Any fees to be charged or materials required shall be waived for the students who qualify for free and reduced-price lunches under the United States Department of Agriculture Child Nutrition Programs. If you qualify and want to take advantage, please contact the Superintendent's Office for the appropriate paper to be filled out.

**Multicultural Policy:**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with:

(a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African

Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans)  
and

(b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.