

**RICHLAND ELEMENTARY  
SCHOOL**

**2011-2012**



**Student-Parent Handbook**

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# **Schuyler Community Schools**

## **Mission Statement**

Schuyler Community Schools, in partnership with parents, students, and the community will challenge and inspire students to be lifelong learners.

### **Richland Elementary School**

Grades K-8  
595 Road 3  
Richland, NE 68601  
Phone: 402-564-6900  
fax: 402-564-6900

### **Administration**

Robin Stevens-Superintendent  
Stephen E. Grammer – Principal  
Glenetta Misek – Head Teacher

## **Schuyler Community School's belief statements:**

- We believe that we are one district that exists for the benefit of our students.
- We believe that in order to provide the best opportunity for our students to learn that PreK-12 cooperation and coordination is essential.
- We believe all students have a right to learn.
- We believe learning is a life-long process.
- We believe education is empowering.
- We believe that education is a four-way partnership; parents, students, the school, and society.
- We believe we need to challenge all students to achieve their full potential.
- We believe we need to provide a safe environment in which all students can learn.
- We believe all students can learn.
- We believe we need to help students become life-long learners and responsible citizens in the 21<sup>st</sup> century.
- We believe diversity is our strength.
- We believe all students all students can achieve high levels of learning.
- We believe all students can be held to high expectations.

## **School Hours**

8:15 a.m.—3:15 p.m.

## **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.

## **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.

## **Reporting to Parents**

### Achievement Tests

Each spring, the school administers a norm reference test to students in grades 2-3. The purpose of this testing has several reasons:

1. To be in compliance with state guidelines.
2. To help make placement decisions about students.
3. To provide for continuity in the educational experience.
4. To interpret the effectiveness of the school's educational program against state and national norms.
5. Students will also participate in a variety of assessment activities in meeting requirements for the Nebraska Department of Education.

### Parent-Teacher Conferences

Parent/Teacher conferences are held during the first and third academic quarters. Conferences are an opportunity for parents and teachers to both share positive things they see in each child and build on those concepts as a way of helping the child. Conferences will give us the opportunity to discuss your child's progress and accomplishments.

### 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 report cards are sent home with the students. At the close of the fourth quarter, students may pick up their report cards at a designated date and time.

### Grading System

A	93-100	E	Excellent
B	85-92	S	Satisfactory
C	77-84	N	Needs Improvement
D	70-76	U	Unsatisfactory
F	69 and Below		

Kindergarten and first grade will use the E-S-N-U format. Second and third grade will use percentage grading with the following exceptions: music, handwriting, art, and physical education.

### Cumulative Records

The school maintains a very complete folder for each student. The information in the cumulative folders is open to parents/guardians upon request. Parental permission is necessary for any non-school personnel to look at these files. Cumulative folders MUST remain on school premises.

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

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

## **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:	\$1.25 (Full Price)	\$.30 (Reduced)		
Lunch:	\$2.00 (Full Price)	\$.40 (Reduced)	Extra milk:	\$ 0.30
Adult:				
Breakfast	\$2.00			
Lunch	\$3.00			

### Fee Waiver

Any fees to be charged or materials required to be provided 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 of the fee waiver, please contact the Superintendent's Office for appropriate papers to be filed.

### Non-specialized Attire (Clothing)

Appropriate shoes are required for physical education classes in grades kindergarten through third grade.

### 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.

### Telephones

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

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

### 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 9:15 a.m. A student will also be considered absent for half a day if he/she leaves before 2:15 p.m. Students who miss more than 5 days in one quarter will be required to attend tutoring sessions. 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. The only absences that will not count toward night school are those accompanied by a doctor's note, absences when the school nurse/school official has sent the student home, and the day before and the day of 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. Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of a student's school record. Students who have been absent from school and who have not notified the school about the absence must bring a note to school upon returning from the absence.
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 their child's teacher 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.
5. At the time a student reaches 6 or more absences from class, a conference with the student, parent/guardian, and administration will be arranged to discuss absences and tutoring.
6. 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

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

### Appointments During School Hours

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

### Tardiness

The following policy has been developed and implemented in order to provide a safe and productive learning environment for the students:

### Tardy at the Beginning of the School Day

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

Third Tardy	Verbal Warning From Administration
Fourth Tardy	(1) Hour Detention and Parent Notification
Fifth Tardy	(3) Days of Detention
Sixth Tardy	(1) Day of ISS
Seventh Tardy	(3) Days ISS
Eighth Tardy	(1) Day OSS and parent meeting to enter school

### Tardy for Class (2<sup>nd</sup> through 7<sup>th</sup> period)

The student is responsible for getting to his or her next class on time. The student is responsible for obtaining a pass from the teacher that was responsible for the student being tardy. Should the tardy be deemed to be the fault of the student by that student's previous classroom teacher, then the tardy is the fault of the student. The student will then need to provide the teacher of the class he/she was tardy for with his/her own pass that the student received at the beginning of the school year or semester.

## **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.
3. Students are not to play on the equipment or play games while waiting to come inside.
4. 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 use quiet voices. They should go directly to their lockers and then to their classrooms.

### Cold Day or Rainy Day Procedures

The supervisor on duty will inform the students if they are to come inside. The students will come in on days when the temperature or wind chill is 0 degrees Fahrenheit or below. On days that the students come inside, they will enter the building using the front doors and walk directly to his/her own locker and be quietly seated.

### Dismissal

All students must leave school property by 3:40 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 3:30 p.m., they must be under the direct supervision of a teacher/sponsors/coaches. 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.

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

### 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. **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.

## **ENROLLMENT REQUIREMENTS**

### **Summary of the School Immunization Rules & Regulations for 201-11 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
2-5 year olds enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
Students entering school for the first time (K or 1 <sup>st</sup> Grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday,
Students entering 7 <sup>th</sup> Grade	3 doses of Polio vaccine,
Transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)	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, 1 dose of varicella (chickenpox) or MMRV if given on or

Students entering school for the first time (K or 1 <sup>st</sup> Grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday,
Students entering 7 <sup>th</sup> Grade	
Transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)	
All students not listed above (grades 1 through 6 and 8)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday,

### 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 isn’t 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.

### Entrance Age

Any child who is five (5) years of age on or before October 15<sup>th</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 and parents and students will be asked at that time to go through an interview process.

### 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 cannot on their own decide to go home. Students are not to call their parents/guardians unless the nurse or office has been notified first.

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

### Accidents

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of each injury. If a child is injured, the school will make every effort to notify the parent or person to be contacted in case of an emergency. If the school is unable to contact a parent/guardian, emergency numbers provided by parents/guardians will be used. It is important that these numbers be kept current. No child will be sent home unless contact is made with the parent/guardian or emergency contact. In the case of 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. Both schools will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. The parent(s) or guardian(s) of a student of minority age must request a waiver if they want their student NOT to receive emergency treatment under this protocol.

### Child Abuse and Neglect

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

### Exclusion from School

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

1. Contagious diseases such as 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.

### Insurance:

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

### Medical Emergency Authorization Form

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

### Medications

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

### School Nurse/Health Screening

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. The school nurse weighs and measures students at least once a year. The nurse also provides preliminary vision screenings. All kindergarten students are required by law to have a complete physical by a physician.

### Staying Inside

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

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

Richland Elementary 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, playground, and extra curricular activities.

Grades Kindergarten through eighth are governed and disciplined according to the **Ten-Point Discipline Plan**. (Copy of the plan is in the back of the handbook) This plan is established to be consistent and fair to all students at Schuyler Middle School. VIOLATIONS OF THE RICHLAND ELEMENTARY SCHOOL'S TEN-POINT PLAN WILL RESULT IN DISCIPLINARY ACTION.

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.

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

### **Part 1 Minor Infraction Referral (MIR)**

If a student receives a Minor Infraction Referral (MIR), they will receive a detention from the teacher giving the referral. A student may receive up to three MIR's from his teachers before receiving an Office Referral and entering into the ten point plan. Each MIR will result in a detention from the teacher giving the MIR.

### **Part 2 Office Referral (OR)**

If a student receives an Office Referral (OR), they will begin earning points on the ten-point plan. They receive one point for every day they serve in In-School Suspension (ISS) or Out of School Suspension (OSS). A student, depending on the severity of the infraction, may receive any where from one day ISS to ten days OSS.

Once the student has received up to six points on the ten-point plan, there will be a parent meeting set up between parents, student, administration, counselor, and teachers. At that meeting, we will review the student's discipline record, attendance, and grades. Upon completion of that meeting, a student can start earning his points back. Every five days they go without a referral, they earn one point back. It is possible to earn points back and get back to zero points. Zero points is the base line where the students need to be.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall receive the office referral and make a reasonable investigation of the facts and circumstances.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the reason for the office referral.
3. The Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

A Long-Term Suspension:

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

An Expulsion:

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

Special Education Students (Supplemental Procedures):

In cases where a special education student may be suspended for a long-term period or expelled, a staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is a result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspend for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

## Credit for School Work During Suspension

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



### 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 Middle 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**

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.

#### **1. Student Appearance Policy:**

Students at Richland Elementary School 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. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related; i.e. Rosary Beads
- b. Clothing that shows an inappropriate amount of bare skin or under garments (midriffs, spaghetti straps, tank tops, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Head wear including hats, caps, bandannas, sunglasses and scarves;
- e. Clothing or jewelry which exhibits nudity, makes sexual references, profane messages or carries double meanings.
- f. Absence of shoes, sandals, house slippers.  
**NO** Clothing will be allowed above the knee. Leggings under short clothing does **NOT** replace this clothing rule;
- g. Clothing or articles which are soiled, torn or ragged
- h. Lined winter coats, jean jackets, oversized sweatshirts, and over-sized 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. Final decision regarding attire and grooming will be made by the Principal or the Superintendent. In the event a student is uncertain as to whether a

particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. 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.

## 2. Body Piercing Jewelry and Tattoos Policy:

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

Students shall not be permitted to wear body-piercing jewelry while at school or while participating in a school function. This prohibition applies to all parts of the body other than the ear. A student who is observed wearing prohibited jewelry at school shall be required to remove it. If the student refuses to comply with the directive, or violates the policy on a repeated basis, he or she shall be subject to such consequences as 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.

### 3. Bullying Policy:

It is the policy of Richland 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.

### 4. Harassment

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

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

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

#### 5. 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.

#### 6. Personal Communication Devices:

Students who have personal communication devices during school hours and cause disruptions will have the communication devices confiscated. All communication devices must be kept in their lockers and turned off at all times. This includes radios, iPods/Touches, CD players, MP3 players, portables TVs, cellular phones, pagers, beepers or any other devices deemed unnecessary for school. Student use of cellular phones and other personal communication devices will not be permitted on school grounds before school, during class time, assemblies, pep-rallies, passing time between classes, etc. and after school. Students must leave school grounds in order to use personal communication devices. The following consequences will take place if any communication device is visible and/or in use during prohibited times:

- First offense - The communication device will be confiscated and only returned to a parent or guardian. Minor Infraction/Discipline Referral written up.
- Second offense - The communication device will be confiscated and only

returned to a parent or guardian. Minor Infraction/Discipline Referral written up.

- Third offense - The communication device will be confiscated and not returned until the end of the school year. Minor Infraction/Discipline Referral written up.

A cell phone used for cheating or pictures taken in locker rooms and bathrooms will be confiscated and not returned until the end of the school year. If there is a law violation, cell phone will be turned over to law enforcement and report filed with them. If there is an emergency, personal communication devices may be used by students when given permission by the administration.

## 7. Specific Rule Items:

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

- a. Students are to be in their seats and ready for class on the tardy bell.
- b. Special classes such as Family Consumer Science, Industrial Technology, 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.
- c. 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.
- d. Snow handling is prohibited.
- e. 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.

## 8. Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, Safety, and the school’s learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses, threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person primarily characterized by

the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. (Legal reference: Neb. Statute 79-2, 141.)

## 9. Gang Related Activity

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

Step 1-Asked to remove

Step 2-1 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 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 a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of 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.

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

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 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 Principal 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 Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in 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.

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



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

All staff and students shall adhere to all laws and policies governing computer use, including but not limited to copyright laws, software publishers rights, license agreements, and students' rights to privacy as created by federal and state law. Electronic files, computer programs, and software containing personnel records are subject to the rights or privacy created by these statutes.

REGULATIONS-Internet access is available to Richland students and staff for educational use. Students may be provided access to specific resources available

on the Internet within a supervised classroom environment. Please understand, however, that it is impossible to restrict access to every controversial item.

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

The SCS District has filtering software installed which works to block out access to inappropriate materials. Parents and guardians have the option to request their child not have access to the Internet under supervision of staff for educational purposes. IF you do not want your student to have access to the Internet at school, please your student's Principal. Each family's right to decide whether or not to grant access for Internet use will be respected. Internet access is coordinated through and in association with government agencies, regional agencies, and state networks.

Since the Internet will be used as part of Richland's instructional program, conduct will be subject to the school's code of conduct. It is necessary that all users adhere to terms and conditions to insure smooth network operation, on-line safety, and appropriate digital behavior.

A copy of Richland guidelines and Acceptable Use Policy for the Internet are provided so that all will be aware of the responsibilities which accompany the privilege of use. Please read it and thoroughly discuss the guidelines for use with your child. We ask for your support in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the SMS computer network. The terms and conditions of this privilege require ethical utilization of network resources. If a user violates any of these provisions, future access may be denied.

ACCEPTABLE USE-Use of technology at Richland is a privilege for education and research as consistent with the educational objectives of SCS.

Downloading, transmitting, and/or viewing of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or that are classified government information.

All board policies and school regulations apply to the use of the network to support the educational goals of this institution. When Richland Elementary

incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

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

1. Acceptable Use: Students will follow the above acceptable use statement.
2. Privileges: Use of the computer network is a privilege, not a right. Based upon the acceptable use guidelines outlined in this document, school administrators will determine what is appropriate and inappropriate use.
3. Consequences: Inappropriate use will result in a cancellation of those privileges and that decision is final. Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences maybe imposed: appropriate legal action, conference with parent or guardian, or school disciplinary action according to the handbook and posted rules.
4. Netiquette: These include, but are not limited to the following:
  - a. Polite and appropriate language is expected.
  - b. **NO** Hate mail, harassment, discriminatory remarks, and other anti-social behaviors will be tolerated on the network.
  - c. Do not reveal any personal identifying information.
  - d. Electronic mail (E-mail) is not private.
  - e. Do not use the network to disrupt other network users.
5. Vandalism: Any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. Vandalism will result in cancellation of privileges and possible legal action.
6. Security: No student is allowed to access any other user's account or files. Any user identified as a security risk maybe denied access.

**All Students are responsible for their on-line actions while at school.**

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

The student's 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 principal or other school official will be present during the interview to help protect the student's privacy and dignity and to reassure the student that he/she is not under pressure or suspicion.

### Questioning of Students by Outside Agencies

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

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal 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.

## **Smoke-Free Environment**

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

## **Drugs, Alcohol and Tobacco**

### 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 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 and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the Schuyler Community School to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and

experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the 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 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 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.
  1. Use of any drug in an unlawful fashion.
  2. Distribution of any drug or controlled substance when such distribution is unlawful.
  3. The possession, use, or distribution of alcohol.

It shall further be the policy of Richland 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 look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

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

#### Authorized Use

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

#### Disciplinary Sanctions

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

authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

### Administration

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

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

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

### Buses

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

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

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

1. Students are to remain seated and facing forward at all times.
2. Talking should be done in a quiet manner. Remember, a given level of noise can be very distracting to a driver when the traffic is heavy or the weather is bad.
3. No hanging out of the windows.
4. No objects are to be thrown in or out of the bus.
5. No shouting or unnecessary noise.
6. No shoving, fighting, spitting or littering.
7. Conduct that is rude, discourteous or annoying is prohibited.
8. Aisles must be kept clear and unobstructed.
9. Students will board and depart the bus in a quiet, orderly, and courteous manner.
10. Silence should be observed at all railroad crossings.
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. Speak only if necessary and then in a very quiet voice
3. Keep your hands and feet to yourself
4. Walk on the right side

### Playground

1. Throwing or kicking balls into students or against the building is not permitted.
2. Students need to stop playing and line up IMMEDIATELY when the bell rings.
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 wood chips.
5. If a ball goes off the playground, students must ask a playground supervisor for permission to get it.
6. For the students' safety, there is no playing in or around the bike racks.
7. To avoid problems, students are not to bring balls and/or other playground items from home onto the playground.
8. Tag may not be played on/around the equipment.
9. Chasing or running on the equipment is not allowed.
10. Use the slides safely: one at a time---wait for the person in front of you to be off the slide, feet first, go down only
11. Tackle games may not be played.

12. Students are not to bother neighboring property through the wooden fence or climb any playground fencing or stand on the board at the base of the fencing.
13. If a student forgets his/her coat, he/she will be sent inside to get it, but the student will have to stand against the wall for the remainder of the recess.
14. Students need to use proper balls for each sport. Example: Basketballs are for bouncing, not for soccer or kicking.
15. No footballs or soccer balls on the cement. Balls are permitted on the cement for basketball and four square.

**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.-3:25 p.m.) only Richland 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.

### **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. These educational excursions are scheduled by the teaching staff. All field trips begin and end at the school and are normally scheduled during school hours. Field trips require detailed planning, and teachers will send home basic information regarding the experience, including any fees for lunch or admission. All field trips are supervised by classroom teachers. 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.

### **Safekeeping of Valuables**

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

## **Class Parties**

### 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.

### Lost and Found

A lost and found box is kept at both schools. If you have lost something, check the box as soon as possible. Items not claimed by December 30<sup>th</sup> or June 15<sup>th</sup> of each school year will be given to welfare agencies.

## **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.

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

### 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.

## 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 1.

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 Step 3.

### 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 Grade 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**

### 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 service 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 discriminating on the basis of race, color, national origin, sex, age or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.**

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

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