

WELCOME TO SCHUYLER CENTRAL HIGH SCHOOL

The Board of Education, on behalf of the community, has provided an excellent facility and a well-trained and caring staff. Students are encouraged to take advantage of the many opportunities for intellectual growth, stimulating activities, and the formation of lasting friendships.

This handbook is a guide for students, parents, and staff in the everyday activities of Schuyler Central High School. The handbook contains information of general interest as well as specific information regarding policies, procedures, rules, and regulations that are necessary to fulfill the educational goals of Schuyler Central High School. All information contained in this handbook is Policy of the Board of Education of Schuyler Central High School, and may be supplemented from time to time by changes or clarifications from the administration.

Students and parents are encouraged to read this handbook carefully and keep it in a convenient place for use when needed. Problems in school may arise when students and parents are not aware of their rights and responsibilities.

The 2011 – 2012 school year will be full of new challenges and opportunities for Schuyler Central High School students and staff. Each student is encouraged to do his or her very best in the classroom and become involved in the activities available.

Best wishes for a productive and enjoyable year!

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.

SCHUYLER COMMUNITY SCHOOLS 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 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 21st century.

We believe diversity is our strength.

We believe all students can achieve high levels of learning.

We believe all students can be held to high expectations.

MEMBERS OF THE BOARD OF EDUCATION FOR SCHUYLER COMMUNITY SCHOOLS:

President – Lumir Jedlicka

Vice President – Richard Brabec

Treasurer – Charles Misek

Member – Brian Vavricek

Secretary – Clint Parr

Member – Virginia Semerad

SCHUYLER COMMUNITY SCHOOLS BOARD OF EDUCATION OBJECTIVES:

- A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
- Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
- School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or

provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity and a welcoming environment for parents and the community.

- The library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
- A curriculum that is based on state standards comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
- Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
- A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
- A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
- Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
- An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
- An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
- A welcoming environment for parents and the community.

ADMINISTRATIVE STAFF:

Robin Stevens – Superintendent
David Cunningham – Assistant Principal

Greg Pavlik – Principal
Michelle Egr – Activities Director

PROGRAM COORDINATORS:

Jeff Droge – Technology Coordinator Dave Gibbons – Curriculum/SIP Coordinator

CERTIFIED STAFF:

English - Jean Conrad, Amanda Brabec, Rachel Hasenkamp, Elizabeth Lickei, Teresa Mentzer, Becky Thumann

Mathematics – Rick Carter, Gary Schaeffer, Bill Gannon, Keith Mann

Science –Mark Wemhoff, Nick Wilcox, Tom Hagedwood, John Sayer

Social Studies – Jeff Duranski, Jon Knutson, Larry McGowan, Matt Turner

Agriculture – Tom Wheeldon

Art – Andrew Malcolm
Business – Cindy Beebe, Lyndon Beebe, Dallas Sweet, Bonnie Zrust
ESL – Jan Kracl
Family Consumer Science – Mary McKenny
Library Media Specialist – Jayne Hlavac
Modern Language –Debbie Sterup, Amber Beltrand
Music – Chrissi Bywater, Doug Phillips
Physical Education – Jeremy Hlavac
School Counselor – Amy Johnson
School Psychologist – Mike Goos
S.P.E.D. – Christine Gauaghen, Lynn Sweeney, TBD, Casey Winings
Technology – Jim Kasik, Brandon Thoene

PARA EDUCATORS:

Beth Cook, Vicki Druempel, Deb Gonsior, Kim Kern, Linda Knapp, Pattie Rea, Vicki Schwartzter, Jacquie Theilen, Curt Splichal, Betsy Stara, and Julie Wright

SUPPORT STAFF: Marv Aldrich, Lisa Clausen, Mary Didier, Paul Dirkschneider, Marilyn Dolezal, Shelly Friesz, Gaylord Gewecke, Marlene Hartman, Sally Jakub, Joy Jenkins, Alan Kruse, Cathie Marking, Juan Melendrez, Ron Mundil, Jamie Ramirez, Coralie Shonka, and Sherri Sobota

**PLEASE NOTE - ALL NEW CHANGES IN THE 2011-2012 STUDENT-PARENT HANDBOOK
ARE IDENTIFIED IN BOLD TYPE**

GENERAL INFORMATION AND PROCEDURES: The school building is the place where we work, study, and learn. The building will generally be opened to students at 7:30 a.m. on regular school days. Students in the building before that time for various activities are expected to remain with that sponsor or teacher and/or report to the east gym until 8:15 a.m. Classes begin at 8:15 a.m. and dismissal is at 3:40 p.m. unless there is an early dismissal. Students should leave school by 4:00 p.m. unless under direct teacher supervision. The school is not responsible for supervision of students once students have left school grounds.

ADDRESS CHANGES: Please report changes of address, telephone number, email address, or guardianship to the office.

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. Those 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 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. Action 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.

VISITORS: Visitors must report to the principals' office when visiting Schuyler Central High School. ALL visitors need a visitor's pass to be in our school building. Former students are welcome if coming to see a teacher or other employee. Former students are not allowed to visit students in the lunchroom or other locations during the school day.

CLASS SCHEDULES: These are the main schedules used during the year. Others will be used if needed.

Regular Schedule

Block 1 8:15 – 8:55 /8:59 - 9:39 AM
Block 2 9:43 - 11:07 AM
SSP 11:17 – 11:42
Block 3/Lunch 11:46 – 1:43 PM
L1 – 11:46 – 12:16, C – 12:19 – 1:43
C – 11:46 – 12:16, L – 12:16 – 12:46, C – 12:49 – 1:43

C – 11:46 – 12:46, L – 12:46 – 1:16, C – 1:19 – 1:43
FOCUS 1:47 – 2:12 PM
Block 4 2:18 – 3:40 PM

10:00 Start Schedule (inclement weather days)

Block 1 - 10:00-10:35 / 10:40-11:15
Block 2/Lunch
L1 11:15-11:45/C 11:50-12:55
L2 C 11:20-11:45, L 11:50-12:20, C 12:25-12:5
L3 C 11:20-12:25, L3 12:25-12:55
Block 3 1:00-2:10
Block 4 2:15-3:36*

11:55 Dismissal

Block 1 – 8:15-8:45/8:49-9:14 AM
Block 2 – 9:18 – 10:08 AM
Block 3 – 10:12 – 11:02 AM
Block 4 – 11:06 – 11:55 AM

STUDYING FOR SUCCESS PROGRAM (SSP): SSP is a 25-minute block of time students will have to work on their academic commitments. This block of time will be between block 2 and block 3 during the school day except on 11:55 A.M. and 1:45 P.M. dismissal day and/or 10:00 A.M. starts. Students will need to have made prior arrangements to leave SSP classroom by having secured a pass from the respective teacher s/he needs to see for academic reasons.

NOTIFICATION OF BAD WEATHER: The Superintendent may close public schools in case of severe weather. The Superintendent’s staff will notify local news media when inclement weather warrants such action. For closings and late starts, these stations will generally be notified by 6:30 a.m. KFAB and Channel 10 will be contacted as early as possible. Wait for this information to be presented by the media sources. Administrators need to make a number of phone calls, so please do not tie up their lines by calling to see if school will be in session. Parents are urged to use their own judgment whether it is safe for their children to go to school. Parents who do send students are welcome to have them call home once safely at school. The school will attempt to contact rural parents early in the day if parental verification of an absence has not occurred. On such days, the Superintendent will contact the following media sources, to which students and parents should listen:

KTTT 1510 am Columbus	KLIR 101.1 fm Columbus	KJSK 900 am Columbus
KFAB 1110 am Omaha	KKOT 93.5 fm Columbus	KZ 100 FM Columbus
KOLN Channel 10 Lincoln	KHUB	WAG 78
KEXL 106.7	KETV Channel 7	
KLKN TV Channel 8	Channel 99	

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. The media will broadcast if school is closed during the day the notice. 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. Students and staff members practice tornado safety procedures regularly. 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.

Campus Messenger: Schuyler Community Schools will be using Campus Messenger, powered by ShoutPoint, to deliver several notifications by phone and/or email to parents/guardians and staff regarding different matters depending on your student’s grade level and also district wide.

The ShoutPoint message system will allow information to be sent concerning student attendance, student behavior, school reminders of events, report cards, meetings, conferences, emergency notices, school closings and late starts via email or telephone depending upon the parent/guardian and/or staff preference. This service for parent/students is automatically registered at no cost.

FOOD SERVICE: Breakfast is served daily from 7:45 a.m. to 8:15 a.m. each school day. Breakfast meals cost \$1.35 per meal. Breakfast has four components offered of which students are required to take three. Two components may be from the same group. An example of a breakfast is as follows:

Pancakes (counts as two components) Sausage

Fresh fruit or juice

Milk

Students may also take all of the items or any qualifying combination such as the following: one or two meats, one, or two breads plus one of a fruit, or a 100% juice, and/or a milk. Breakfast consists of one entrée, a 4-ounce 100% juice or fresh fruit, and milk. Different items that may be purchased as an entrée are as follows:

Prepared hot meal
Pretzel with cheese
Bagel with cream cheese
Cereal- one component
Uncrustable

Pop Tart
Cinnamon roll
Muffin (five flavors)
Donut (variety)
Breakfast box

The Schuyler Central High School federal hot lunch program has facilities that serve the entire student body. Student lunches cost \$2.10 per meal. The cost for individual lunch items is announced on an annual basis. Deposits to student lunch accounts are to be made either before school or between 1st and 2nd blocks and will be accepted only in amounts of \$1.00 or higher. Deposits

will not be accepted during lunch periods. Students should carefully examine the account balance that appears on-screen each day after the bar code card is scanned. This information indicates the balance remaining prior to charges for the day's meal. Students will not be allowed to charge any items to their lunch account that would cause the account to have a negative balance. Due to federal lunch program reimbursement regulations, a student may not purchase a lunch for another student. Students not presenting their bar code card will not be allowed to receive a meal. Bar code replacement cards are available in the superintendent's office. Replacement cards are free until the third card is issued. To receive a third replacement card, students are charged \$5.00 for that card and any card issued after that time.

Students are asked to cooperate with lunchroom personnel by eating in a responsible manner, consuming all lunch items in the lunchroom, returning trays, silverware, and disposable items to their proper location, and conducting themselves as young women and men at all times. Disruptive behaviors may result in disciplinary consequences. Students who wish to eat lunch at home may walk or be picked up by a parent or other family member approved in advance by the principal or assistant principal, and must have submitted appropriate paperwork to the office prior to doing so. After students have eaten or come back from eating at home, they should report to the east gym or stay outside the east entrance to the school. Students eating lunch off campus are not to bring food items back onto campus when they return. Suggestions for improving the school lunch program are to be presented to the nutrition staff or to members of the committee that meets with the Superintendent and nutrition staff.

Students are not allowed to purchase breakfast and lunch meals or à la Carte items for other students. Violations will result in loss of à la Carte privileges, etc. À la Carte items are offered for purchase for breakfast and/or lunch. For example, students may purchase a second serving of a main entrée, 100% juices, water, snacks (containing 30% fat), fresh fruit, 16 ounces milks, and more. Students are required to purchase a reimbursable meal before purchasing à la Carte items. There are a few exceptions to this policy. The following items can be purchased without purchasing a meal first. These include the following: milk (any size), water, Propel, 100% fruit juice (any size), and fresh fruit.

An example of a lunch menu that offers all food components is as follows:

Hamburger in a bun

French fries

Green beans

Milk

Students may take all menu items or any qualifying combination such as the following:

Hamburger, Bun, Milk, Green Beans

Hamburger, bun, green beans

Hamburger, bun, French fries

Hamburger, green beans, milk, bun

As long as three different food components are chosen, a meal qualifies. Students will be asked to return to the line to get the required components for a meal.

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

OPEN LUNCH (available to Seniors only): The Open Lunch Privilege Plan is to provide qualified members of the Senior class an opportunity to leave school during their lunch period to eat at an alternate location. Participation in Open Lunch is available to students who are classified as seniors, who submit a properly completed parental permission form, and who retain eligibility for participation in the Open Lunch program.

Students will lose open lunch privileges for a period of time to be determined by the administration if observed to be in violation of items described below:

1. Failure to maintain acceptable grades
2. Negative school lunch account balance
3. Involvement in any disciplinary incident during school or at any school activity
 - a. Detention, excessive tardies, late assignments, etc.
 - b. Serious disciplinary incidents may result in immediate, permanent suspension of open lunch
4. Inappropriate behavior during Open Lunch
 - a. Observed use of time for "cruising"
 - b. Failure to utilize school-provided parking areas

- c. Providing lunch for non-eligible student(s)
- d. Giving rides to underclassmen during lunch or during the school day
- e. Squealing tires, overly loud radio, etc. near school
- f. Receipt of traffic citation during Open Lunch
- g. Bringing off-campus food items onto campus or into the lunchroom
- h. Complaint about behavior by business community member

Other disciplinary incidents may result in penalty 3b for an individual student, a group of students, or the entire class depending on the particular circumstances of the incident.

Seniors who lose their senior privileges are to be in the lunchroom and must check-in with the lunchroom supervisor before going to the media center.

When students lose their senior privileges and have a significant reason not to be present during that week, they will be permitted to leave as long as the missed time is made up with the assistant principal.

FIRE/TORNADO DRILLS: From time to time it is necessary to practice various forms of emergency preparation drills. Two of the more common drills are for fire and tornado and are explained below. Others not explained below may be practiced periodically during the school year.

Fire Drills: The sound of the fire alarm is the signal to vacate the building for practice or because of a fire. Pupils are to pass from their respective rooms and walk rapidly to the exit specified by the teacher without running or talking. Teachers will provide specific instructions for fire drills. These directions will also be posted near each room's doorway. Students must clear the building by at least fifty feet and may not return to the building until given instructions to do so.

Tornado Drills: When the tornado-alarm rings, all students are to follow the directions given by the teacher and posted in the classroom. There is to be no talking in order that necessary instructions can be heard. The all-clear signal will be given over the intercom and/or by personal contact from staff and administration.

ANNOUNCEMENTS: Daily announcements regarding school activities, club meetings, and general school information will be posted daily on the SCHS webpage, read during SSP by the teacher, and also posted in the building. Announcements submitted must have sponsor and/or principal approval. Announcements and posters to be hung in the hallways need principal approval prior to being displayed.

COPY MACHINES: Copiers are available for general instructional use, and are not intended to substitute for typical research or note taking methods. These machines are not to be used without permission of school personnel. Students who wish to copy materials for use in class must have a teacher's note requesting the student be allowed to use the machine. A \$.10 per page copying charge will be assessed for personal copies.

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:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- 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.

LIBRARY/MEDIA CENTER: The Schuyler Central High School Library is considered a "quiet" area and all students are expected to study quietly to maintain a desirable atmosphere for study. Small group study may be done quietly and with permission of the library media specialist. The student should request a pass from the teacher or from the library media specialist to use the library during class

time. Once a student is in the Library he/she is to remain there for the remainder of the period unless the teacher has requested that he/she return or is sent back by the library media specialist. The Library serves both students and faculty. Its collection consists of many different types of materials including periodicals, reference materials, nonfiction books, fiction, and computer-based resources. Students can use the computers in the library media center for research, both CD-ROM and Internet, word-processing, and to access the library card catalog. All technology designated to the Media Center may not be removed. Removal of designated items may result in disciplinary actions.

LOCKERS: All underclassmen will be assigned to a locker at the beginning of the school year, and students are expected to use the locker they are assigned. Junior students will sign up to secure a locker for their senior year. In most cases, there will be two students assigned to each locker. Each student is responsible for keeping that locker clean, neat, and orderly.

LOCKER SEARCHES AND OTHER TYPES OF SEARCHES:

The school owns student lockers, desks, computer equipment, and other such property. 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 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 or cause to believe that the search will uncover evidence of a crime or a school rule violation. The search is to 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 will be confiscated and delivered to law enforcement officials as soon as practicable.

Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process, (i.e. "nuisance items") may be removed from student possession.

While students may decorate or personalize their locker, some items are not suitable for display in lockers. These items are: ads or references to tobacco, alcohol, or other drugs, pictures which are found to be offensive to school personnel or other students, and language or graphics which can be termed profanity, or are otherwise inappropriate. Care should be taken when decorating lockers to use materials that are not permanent in nature, as lockers will need to be cleaned at the end of the school year. Disciplinary consequences may be assigned students who damage a locker, store prohibited substances in it, or disable the lock mechanism.

LOST AND FOUND: Lost and found items are to be brought to and claimed from the office. Items not claimed at the end of the school year will be given to a charity organization.

LOST OR DAMAGED ITEMS: Students are to demonstrate respect for school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

MESSAGES TO STUDENTS: Routine notes and phone messages will be delivered to students as timing and staffing in the office permit. Legitimate emergency situations will be handled immediately if that information is provided to school personnel.

SAFETY: Laboratory Safety Glasses - As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

ATTENDANCE

Regular attendance at school is important so that all students may obtain maximum benefit and success from their education. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Pursuant to Neb. Rev. Stat. 79-209, excessive absenteeism is defined as more than five (5) days per term or more than twenty (20) days per year.

ABSENCE CLASSIFICATION: Parents may request that a student be excused from school, but administrative staff shall be responsible for classifying student absences from school. In situations where a student is observed to be absent for reasons other than what the parent describes or when the student's account of the absence varies from that provided by the parent, school administration shall determine classification for such absences; the principal has the discretion to deny approval. Absences shall be classified by the Administration as one of these types:

Excused: Absences for medical appointments, college visitations, court appearances, funerals or to attend events when school is still in session will be classified as excused when properly verified.

School Activity: Absences for participation in school activities. When a coach or sponsor takes a team or organization to an event, absences for students in that group will not be counted as absences from school.

Unexcused: Absences not verified within 5 days and absences without valid reasoning, leaving school without permission, and missing more than 30 minutes of a full block or 15 minutes of a split block. The fourth unexcused absence shall result in a detention during each term. The principal/assistant principal has the discretion to deny approval. **On the fifth absence of each term** an "Excessive Absence Warning" letter shall be sent home. If the attendance issue is not corrected, the attendance officer will file a report with the County Attorney on the sixth absence or more.

ABSENCE NOTIFICATION: Attendance information will be provided to parents/guardians each term at parent-teacher conference time or upon parent request.

ATTENDANCE REQUIREMENTS: In order for a student to participate in an activity on a given day or night, that student must be in school:

1. For an afternoon activity, the morning of that school day,
2. For an evening activity, the afternoon of that school day,
3. When the activity is curriculum related the student might miss only the class time during which the field trip is held when failing other classes and
4. when students attend a funeral and have a routine doctor's appointment unrelated to an illness.

ATTENDANCE SUSPENSION: Students who have missed school for 10 consecutive days without parental verification will be recommended for removal from school membership. Such students may re-enroll in school at the beginning of the next term.

ABSENCE VERIFICATION: Students who have absences need to have them verified within 5 days to avoid having an unexcused absence. It is best to verify absences with a phone call or a note when the absence occurs. Please call the school at 352-2421 before 9:00 AM, if your student will be absent. When verification is not received, students receive notes the day they return to school asking for verification. Letters are also sent home asking for verification within five days of the absence. When verification of an absence is not received within those parameters, the absence becomes unexcused. It is important for absences to be verified to avoid a detention for accumulated unexcused absences.

Monday absences need to be verified by Friday of the same week. Tuesday, Wednesday, and Thursday absences need to be verified by Monday of the following week. Friday absences need to be verified by Tuesday of the following week. At 4:00 p.m. on the day specified, absences not verified will be classified as unexcused absences.

COMPLETION OF ASSIGNED WORK FOLLOWING AN ABSENCE: Work missed during an absence must be submitted according to a schedule developed by the teacher and student. The deadline for any incomplete coursework to be submitted is one school week after the end of the term. The decision to extend time to turn in fourth term course work may under certain circumstances be at the discretion of the teacher(s) and administration. Work not submitted according to the appropriate schedule will be assigned a grade of zero.

COMPLETION OF ASSIGNED WORK FOLLOWING PREARRANGED ABSENCES: Students are responsible for contacting teachers, getting assignments before their prearranged absence occurs, and informing the office of the planned absence from school. The assignments for each class shall be due upon the student's return to that class or at the time the teacher calls for the assignment to be submitted. Prearranged absences include all absences from class in which a student knows in advance s/he will be absent. The deadline for any incomplete coursework to be submitted is two school weeks after the end of the term. Work not submitted at that time will be assigned a grade of zero.

ACQUIRING ASSIGNMENTS WHILE SUSPENDED FROM SCHOOL: Students who are suspended from school must contact their teachers prior to returning to school to get assignments. Students need to make contact with their teachers prior to 8:15 A.M or

after 3:40 P.M. These assignments must be handed in to the teacher when the student returns to class after any suspension unless different arrangements have been made between the student and the teacher. Failure to turn in assigned work to the teacher upon returning to class will result in zeros for all assigned work.

COMPLETION OF ASSIGNED WORK FOLLOWING ANY SUSPENSION FROM SCHOOL: Assigned work is to be handed in to the teacher when the student returns to class after any suspension unless different arrangements have been made between the student and the teacher. Failure to turn in assigned work to the teacher upon returning to class will result in zeros for all assigned work.

PERFECT ATTENDANCE: SCHS full time students who have no absences from school for any reason during four consecutive terms during the school year, other than SCHS activities in which s/he is a participant, will be recognized as having had perfect attendance for that school year.

TARDINESS: Students are to be in the assigned classroom when the bell rings, present a pass from the office or previous teacher, or they will be classified as tardy. The determination of whether a student is tardy to class or absent will be the student's time of arrival at the classroom. To be counted absent for full-block classes this shall be missing 30 or more minutes and for split-block classes this shall be missing 15 or more minutes. Upon the third tardy in the term, a student shall be assigned a problem-solving conference. Detentions will result for all further tardies during that term. Excessive detentions resulting from tardiness to class shall be dealt with as described elsewhere in this handbook.

TRUANCY: A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. Students legally obligated to attend school will be referred to the County Attorney in the event that they exceed a total of five excused and/or unexcused absences per term.

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

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

SCHOLASTIC ACHIEVEMENT

ACADEMIC ELIGIBILITY: For students participating in an activity, grades will be collected on a weekly basis throughout the school year. Any student **failing** one class is considered in warning status. Any student **failing** two classes when the report is published is considered to be demonstrating less than acceptable academic performance and will forfeit all public representation of Schuyler Central High School until the student is no longer failing two classes on the weekly failing grade report. Part-time students, in addition to meeting the qualifications noted above, must be passing **a minimum of two** of their classes to retain academic eligibility. Any student who is ineligible due to excessive **failing** grades will not be permitted to travel with a school team or other organization. **Coaches and sponsors may vary from this policy as per their handbook procedures.**

ACADEMIC LETTERS: Students demonstrating outstanding academic achievement will be recognized during a program organized by the school. To earn an academic letter, a student must earn A's in each academic course during each grading period of the school year. Seniors will receive their academic letter at academic awards night and underclassmen will receive their academic letter after school starts in the fall **at a regularly scheduled Board of Education meeting.**

ACCEPTANCE OF COLLEGE CREDIT FOR HIGH SCHOOL CREDIT: A student may take a college level course to earn credits for a high school course taken and failed. A student may take a college level course to supplement their course of study but not to replace courses offered but not taken at SCHS. In order to receive high school credit all college courses need to be approved in advance by the Principal or Guidance Counselor. Dual credit (college and high school) will be allowed for courses that are applicable. Five high school credits will be granted for each three-college credits earned. No student will be granted more than 40 credits from college level courses toward graduation from SCHS.

CLASS RANK: Class rank is determined by a student's percentage grade converted to a four-point scale after final course grades are calculated.

GRADE LEVEL PROMOTION: Students will be promoted at the end of each school year regardless of credits earned. For students to be on track for graduation in (four) 4 years, students should follow the guide below.

GRADE LEVEL	CREDITS EARNED
9 th Grade	0-59
10 th Grade	60-119
11 th Grade	120-179
12 th Grade	180-255

GRADE REPORTS: Grades are submitted for all students most weeks of the school year. Parents/Guardians may access grade reports on the parent portal of Infinite Campus. Parents/Guardians may request grade reports be mailed to them. Students continuing to have excessive low grades will be referred to a Student Assistance Team (SAT). Communication between student, teachers, and parent/guardian is important when this situation arises. Mid-Term progress reports that are not given to parents at parent-teacher conferences will be mailed at the mid-point of each session and report cards will be handed out to students at the end of terms one and three and mailed out to the parents/guardians at the end of terms two and four to notify parents of class performance that is commendable, below a student's ability level, or unsatisfactory. A teacher may fail a student without sending a failure notice to the parents in such instances where the student's grade drops so rapidly that there is not time to effectively send one before a grading period ends. Teachers may also report exceptionally good student performance and improvement.

INFINITE CAMPUS: Parents/Guardians may access student information on Infinite Campus. To set up an account, contact Jeff Droge at 352-2421 or jdroke@esu7.org.

GRADING SYSTEM: Grades are evaluations of what students have learned, and are earned by students, not given by teachers. Grades become a part of permanent records available to institutions of higher learning, potential employers, and military services. Thus, it is important that the grades recorded on transcripts reflect the student's best efforts. Grades are assigned on the basis of the following criteria shown below or alternate criteria based on a student's IEP or English language status. Schuyler Central High School's grading scale is as follows:

- “A” – 93-100
- “B” – 85-92
- “C” – 77-84
- “D” – 70-76
- “F” – 69 or below

GRADUATION REQUIREMENTS: Schuyler Central High School students must complete fourteen (14) terms of attendance and a stated number of credits to graduate. A maximum of 15 non-academic credits may be applied toward graduation requirements. Each student must complete the following minimum course requirements to be eligible to participate in Commencement Exercises and graduate from Schuyler Central High School:

<u>SUBJECT AREA</u>	<u>CREDITS REQUIRED</u>
English	40
Computer Literacy	10
Mathematics	30
Social Studies	30
Science	30
Physical Education/Health	10
Total Required Credits	150
Elective Credits Required for Graduation	105
Total Credits Required for Graduation	255

All graduates of Schuyler Central High School must demonstrate high school reading competency.

Students graduating from Schuyler Central High School are not required to participate in Commencement. A student who has not met the requirements for graduation but who has attended school regularly can, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

HONOR GRADUATES: Students graduating from SCHS with outstanding academic achievement will be recognized in one of three categories based on their cumulative grade point average on 60 credits of academic and honor courses per academic year with a total of 240 credits of academic and honor courses upon graduation: **

- Honor Graduates with Highest Distinction: 4.0 cumulative GPA

- Honor Graduates with Distinction 3.850 – 3.99
- Honor Graduates 3.50 – 3.849

** 2012 Graduates – will be held to a standard of holding 120 credits of academic and honors courses within their junior and senior year

** GPA scores WILL NOT be rounded up to the next highest number.

HONOR ROLL: Students may earn honor roll status when they have taken three-academic courses **which may include college classes (does not have to be dual credit) and school-to-career classes**. Three honor rolls will be published following each grading period to recognize outstanding academic achievement of Schuyler Central High School students.

- “A” honor roll recognizes all who earn all grades of 93 or higher
- A-average honor roll recognizes all with a 92.5 or higher grade point average and no grade below 80
- B-average honor roll recognizes all with an 84.5 to 92.49 point average and no grade below 80

Pass/Fail classes, weights, and lifetimes sports classes are not counted in the honor roll calculations.

EARLY GRADUATION: Students who have reached senior grade classification and have obtained 255 credits may with parent/guardian approval apply for early graduation. Application for early graduation shall be made to the guidance counselor by completing a contract that is in agreement with the parent/guardian, student, counselor, and principal.

Students may receive a diploma when they have attained 255 credits, completed all other graduation requirements, and have completed the contract process. Students may graduate after term 1, term 2, term 3, and/or term 4. Students may graduate/receive diploma at the time of completion of requirements, or at January School Board meeting or at Commencement at the end of the school year.

Students, who graduate early, may participate in most school events throughout the remaining school year. They may not participate in activities sanctioned by the NSAA (Nebraska School Activities Association).

NEW -STUDENT REGISTRATION: Students who have not previously registered for school in this district must have their parent or guardian supply a certified copy of the student's birth certificate or other reliable proof of the student's identity and age. If unable to provide a birth certificate, an affidavit explaining the inability to produce a certified copy of the birth certificate must be provided. This information must be provided within ten days or the matter will be referred to the local law enforcement agency for investigation.

A printed or typewritten form signed by a licensed physician indicating that a physical examination was administered on a specific date within the previous six months must be provided for a student from out of the State of Nebraska. As a substitute for evidence of a physical examination, an objection in writing to a physical examination may be submitted to the school by the parent or guardian. Immunization information is also required.

Students who enroll after the start of a term may be permitted to make up missed work. **NOTE:** Due to the nature of some courses or the amount of work to be made up, the teacher may deny permission for a student to make up missed work.

PARENT-STUDENT-TEACHER CONFERENCES: Parent-student-teacher conferences will be held midterm of each term throughout the school year. Refer to the school calendar for the schedule. **Parents and Students are encouraged to attend conferences.** Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

PART-TIME STUDENTS: A part-time student shall be any student who does not attend school the entire school day and school year. Students who have reached senior grade classification and have obtained 215 credits may, with parent/guardian approval, request permission to attend school as a part-time student. Application for attending school as a part-time student shall be made to the school counselor on school-provided forms. Part-time students will be expected to attend a minimum of two consecutive blocks and observe all stated school rules. Exceptions will be made jointly between the student, parent/guardian, school, and Board of Education. Part-time students not demonstrating satisfactory performance in coursework may be required to spend additional time in school beyond their scheduled classes. This time will be scheduled immediately before or immediately after classes in the student's schedule and will be spent working to improve the level of academic performance in scheduled classes. Satisfactory performance is defined as meeting these criteria:

1. Meeting academic eligibility requirements; and,
2. Passing all courses required for graduation.

REGISTRATION: Students will register for the current year in the preceding spring. Students are assigned classes that meet their needs and desires as indicated by their spring registration. New students register upon enrollment in Schuyler Central High School.

SCHEDULE CHANGES: Because students and parents choose courses in the spring, changes in student class schedules are not encouraged. However, there may be students who wish to change their registration. If a schedule change becomes necessary, please contact the Guidance Counselor. The Guidance Counselor must approve the proposed change within one week of the beginning of the

term unless there are extenuating circumstances requiring a schedule change. Careful consideration is necessary at registration time to ensure that the student will benefit from the schedule of courses chosen.

TRANSCRIPTS AND PERMANENT RECORDS: Transcripts will be accepted from authorized schools, and forwarded to other schools when necessary. Transcripts will be sent electronically to institutions of higher learning through E-Transcripts systems. Paper transcripts will be sent free of charge to prospective employers. After age 18 only the student has access to their own student records. A parent wanting student records needs written permission from the student. A file can be released to a divorced parent of a student unless there is a court order to restrict information to that particular parent. Stepparents are not parents; a natural mother-father needs to give permission for a stepparent to receive a file/information on a student. Any student wishing to inquire about personal records should contact the Guidance Counselor.

TRANSFER STUDENT ENROLLMENT, GRADE PLACEMENT, GRADUATION: The professional staff of District #123 reserves the right to determine grade level classification and programs based on standardized test results and other pertinent factors, and to accept or deny waiver of credits, course offerings, or graduation requirements for students transferring from non-approved and/or home schools. Grades earned on another school's grading scale will be converted to the SCHS grading scale. "Weighted" grades from other schools will also be converted to the 4-point SCHS grading scale (A=A, B=B, etc.). Students will be considered enrolled in Colfax County District #123 when proper personal identification, academic, and health records have been filed with the school.

Credits cannot be transferred to SCHS from an exempt (home) school or non-approved school (as defined by Rule 10). A student who enrolls in SCHS after having been schooled in an exempt (home) school or non-approved school will not be granted credits for work done in the exempt (home) school or non-approved school.

WITHDRAWALS: Procedure for students who are withdrawing from Schuyler Central High School to transfer to another school district etc:

- Contact the principal and the school counselor prior to transferring.
- Parent/Guardian needs to sign for release of school records to another school district.
- Students need to return all property belonging to Schuyler Central High School.
- Students need to pay all fines.
- Once all fines are paid and all property belonging to Schuyler Central High School has been returned, records will be sent as requested.

SUPPORT SERVICES

ACT TEST PREP: Students may participate in seven, 90-minute sessions of the on-line Baylor ACT Test Prep course. The fee for the course is \$100. The fee will be refunded to students who successfully complete all work. Students are to contact the counselor for more information and to participate.

ALTERNATIVE EDUCATION PROGRAM: Alternative Education (AE) is an alternative education program for students to earn credits toward graduation when there are extenuating circumstances, and/or there is a necessity of credit recovery. Students will participate in the OdysseyWare on line program and the PASS Curriculum to earn credits toward graduation. Students must complete an application; participate in an interview, to be accepted in the Alternative Education Program. Students, who want to work on PASS Curriculum off-campus, will be required to pay a deposit, which will be refunded when all books are returned in satisfactory condition. Participants in the Alternative Education Program are students of Schuyler Central High School and are expected to follow the same rules and procedures as described in the SCHS Student and Parent Handbook.

COUNSELING: The School Counselor is prepared to assist each student with situations involving career, academic, personal and/or social concerns. The School Counselor, with the cooperation of faculty members, conducts the work of this department. Any student may contact the counselor for aid or advice with problems he/she may face. Faculty members may also refer students to the School Counselor for aid and advice. Students should schedule time to meet with the School Counselor. Immediate attention will be given to emergency situations.

EMERGENCY COUNSELING/THERAPY: If it is determined that the nature of a suspension is a serious infraction, a student may be required to receive counseling/therapy prior to his/her return to Schuyler Central High School at the expense of the parent and/or guardian. At the completion of the counseling, a report from the counselor/therapist must be sent to the principal/assistant principal prior to the student returning to Schuyler Central High School.

SCHOLARSHIPS: Many seniors are eligible for scholarships offered by colleges, universities, and other organizations. To obtain information about scholarships and other financial assistance, please contact the Guidance Counselor. Seniors should become aware of entrance requirements for colleges and process admission applications as early as possible.

SUMMER SCHOOL: Students may participate in summer school to earn credit toward graduation when situations occur in which they are not on schedule to graduate. Besides needing credits to graduate, a fee of \$100 is required. A refund will be given upon satisfactory completion of the coursework. Students who participate will be using the OdysseyWare online program. Students are to contact the counselor for more information to participate and information on scholarships and the PASS Curriculum.

STUDENT ASSISTANCE TEAM (SAT): various concerned individuals may refer Students in need of help including self, peers, family, or school staff. Referral forms can be obtained from any staff member. Completed forms can be returned to any staff member. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The Student Assistance Team will then meet to formulate an appropriate plan of action.

TESTING: The Guidance Department will give test batteries to entire classes of students to measure achievement. Test results are utilized to help plan a program of studies best suited to each student. These test results become a part of a student's permanent record and will be available for student and parent review. Test dates will be announced to those students who will take the tests.

NURSE: The services of a School Nurse are available to students who become ill or injured during the school day. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal. Students wishing to see the nurse should get a pass from the classroom teacher to go to the nurse's office. The nurse will make the determination if a student should be sent home or a parent/guardian should be contacted. All medication to be taken by students during the school day, including aspirin, is to be checked into the Nurse's office before school. This protects students from taking medicine at the wrong time and from over medication. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Non-immunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations for the 2010-2011 school year:

Student Age Group

Transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)

Required Vaccines

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,
3 doses of Polio vaccine,
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,
1 dose of varicella (chickenpox) or MMRV if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella (no MMRV), separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2008-2009 school year this includes students in grades kindergarten, 1st, 2nd, 3rd, 7th, 8th, 9th, 10th, and 11th plus all out of state transfer students).

All students not listed above
(Grades 8 through 12)

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,
3 doses of polio vaccine
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,
For the 2008-2009 school year Varicella is required for kindergartners, 1st, 2nd, 3rd, 7th, 8th, 9th, 10th, and 11th plus all out of state transfer students.

Please include emergency daytime phone numbers on your child's annual student update form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

School Health Screening

Children in ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks as will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

BIRTH CERTIFICATE INFORMATION: State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital

Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of

a

birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

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.

How are Students With Disabilities Identified? Teachers or parents make referrals 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.

Reevaluation: 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. The IEP team will make determination of a student's educational placement.

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.

TRANSPORTATION REIMBURSEMENT: Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students' grades 9-12. Please contact the superintendent's office at 402-352-3527 if you have questions.

DRUG, ALCOHOL, AND TOBACCO

DRUG-FREE SCHOOLS: The District 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. The District'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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention - The District 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. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention - Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Programs of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs - Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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

STANDARDS OF STUDENT CONDUCT PERTAINING TO DRUGS, ALCOHOL AND TOBACCO: These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution, or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abused substance such as glue or aerosol paint 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.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

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 expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

ALCOHOL, TOBACCO, AND OTHER DRUGS DETECTION AND DETERRENT: It shall be the policy of Schuyler Central High School to employ such resources as determined necessary to deter and detect student use and/or possession of alcohol, tobacco, and other drugs (ATOD) while on school campus. Use and/or possession of these substances by students shall be reported to local law enforcement and the County Attorney and shall subject the student to the consequences stated in school policy.

Deterrent and detection resources which may be used under this policy include the established "implied consent" policy as well as the use of drug detector dogs, breath testing, or other forms of testing. The basis for implied consent detection shall be established indicators as stated in policy (unusual or erratic behavior, slurred speech, or the odor of alcohol). The use of drug detector dogs shall be limited solely to the examination of lockers, locker rooms, and other areas of the school or school campus and not to students' physical beings. In the event that examination of a student's locker provides evidence of other forms of contraband (weapons, other legally prohibited items or substances, etc.) those items shall be reported to local law enforcement officers and the County Attorney and shall subject the student to the consequences stated in school policy. The implementation of other forms of testing shall be based on behaviors exhibited by the student. SCHS is not liable for expenses incurred through such testing.

ALCOHOL AND/OR DRUG POSSESSION POLICY: Any student who is found to be in possession of these substances shall receive an out of school suspension (OSS) from class attendance and/or activity participation for a period of three (3) days. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours. Further violations shall result in additional disciplinary consequences as determined by the administration.

ALCOHOL AND/OR DRUG OFFENSES BEYOND POSSESSION AND/OR CRIMINAL ACTIVITY: The use of liquor (as defined by Nebraska Statute Section 79-267), controlled substances, or look-alike drug items, or paraphernalia, and criminal activity is not permitted on school property, in school-operated or school-sponsored vehicles, on school-sponsored trips, or at any time when students are under school supervision including school sponsored activities or events. Students will not be permitted to attend school or school-sponsored events when there is evidence of their having used or being under the influence of liquor, controlled substances, and/or involved in criminal activity.

Suspicion of Use: Unusual or erratic behavior, slurred speech, or the odor of alcohol will be considered adequate evidence of having used or being under the influence of alcoholic beverages or controlled substances. Students who choose to participate in athletics are subject to any additional regulations concerning the use of alcoholic beverages or controlled substances included in the athletic training regulations.

Implied Consent and Zero Tolerance Policy: Students who attend an SCHS event and are under suspicion of using or being under the influence of liquor, SCHS staff shall be empowered to detain that student and to contact law enforcement authorities to arrange for breath testing to confirm or deny that suspicion. A breath test reading that is above a reading of .002 shall be utilized as proof of use of liquor or being under the influence of liquor. Should a student refuse to submit to such testing, that refusal shall be accepted as admission by the student of use of liquor or as being under the influence of alcohol, and the student shall then be subject to stated consequences of that behavior.

Criminal Activity: When school officials receive a report that a student was involved (whether charged or not) or convicted of an unlawful act, including any determination made by the juvenile/adult court, the student shall be contacted. This policy pertains to unlawful acts and juvenile/adult determinations that principally do not fall under the drug and alcohol policy and constitutes a criminal violation (whether charged or not) or a juvenile/adult court determination/conviction of what would

otherwise be a criminal act. The intent of this policy is concerned with offenses involving property damage, theft, personal injury, or lack of moral turpitude. Violations may include, but are not limited to violations such as theft, vandalism, and assault. Students that are in violation of criminal activity shall be subject to stated consequences of the behavior for school and activity participation.

First Offense: Any student who is determined to be in violation of the liquor, and/or drug offenses (beyond possession) and/or criminal activity shall receive an out of school suspension (OSS) from class attendance and activity participation for a period of four (4) days. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours.

Second Offense: Any student who is determined to be in violation of the liquor, and/or drug offenses (beyond possession) and/or criminal activity shall receive an out of school suspension (OSS) from class attendance and activity participation for a period of 19 days. The school administration shall have the option to reduce the number of days suspended from 19 to four (4) if the student and parents agree to have a diagnostic evaluation conducted by a school-approved treatment provider and that recommendations resulting from this evaluation are followed. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours.

Third Offense: Any student who is determined to be in violation of the liquor, and/or drug offenses (beyond possession) and/or criminal activity shall receive an emergency exclusion from class attendance and activity participation for a period of five (5) days pending expulsion proceedings. There shall be no reduction option for the third offense.

TOBACCO FREE ENVIRONMENT: Schuyler Community Schools declares all school facilities and grounds to be tobacco-free environment for students and staff. When attending school events, including athletic events and/or activities, please remember that school grounds are tobacco-free.

TOBACCO USE POLICY: Tobacco use is disruptive to the education process, illegal for students under age, and creates a health and safety hazard. No student possessing, smoking, or chewing tobacco or look-alike substances will be permitted on the school campus, inside school buildings, in school operated or sponsored vehicles, on school-sponsored trips, or at any time the student is under school supervision. Students possessing, smoking, or chewing tobacco or look-alike substances will not be permitted in non-school buildings where school sponsored events are being held. Students who choose to participate in athletics will be subject to any additional tobacco regulations included in the athletic training regulations.

First Offense Involving Tobacco: Any student who is determined to be using or in possession of tobacco will be suspended out of school from class attendance and activity participation for one (1) day. The student will be expected to complete counseling from school personnel prior to returning to classes and complete three (3) hours of school service work within one week of the suspension. This work will be arranged to occur at times other than during regular school hours.

Second and additional Offenses Involving Tobacco: Any student who is determined to be using or in possession of tobacco will be suspended out of school from class attendance and activity participation for three (3) days. At least one day of the suspension will be out of school. The student will complete (10) hours of school service work within one week of the suspension. This work will be arranged to occur at time other than during regular school hours.

STUDENT RIGHTS, CONDUCT, RULES, AND REGULATIONS

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:

1. "**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. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before the instructor distributes these for student use. 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.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(b) 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.

(c) Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher’s grade book or the school record is a serious form of cheating.

2. "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.

Plagiarism includes, but is not limited to:

(1) 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.

(2) 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.

3. “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:

1. Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" 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 that 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.
2. Reports 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.
3. Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. The Principal/Assistant 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.

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.

COOPERATION WITH LAW ENFORCEMENT AGENCIES: SCHS shall cooperate with any lawful exercise of authority by any law enforcement agency or court. School officials shall ask that the law enforcement officer contact the parent/guardian before conferencing with a student if removal of the student from school grounds may be required. SCHS will comply with any lawful subpoena or order issued under proper authority of any court.

COOPERATION WITH SOCIAL SERVICE AGENCIES: School district employees shall cooperate with any legal agency investigating any alleged victim of child abuse or neglect. A school administrator or designee may be present if a Social Service Agency representative conducts an interview. The school district will comply with any lawful subpoena or order issued under proper authority of any court. Under no circumstance will permission be granted for removing a student from school unless the person making a request can prove to the Principal's satisfaction the following items: his/her identity, relationship to the student, and adequate justification for the action. In exceptional circumstances, and with the consent of the Superintendent or designee, a student may be removed from the school premises by a law enforcement agency or child protection agency, upon a written directive of such agency, certifying it has legal authority to remove the child from the school, or upon a written directive by a court exercising jurisdiction over the child.

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

General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
 - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment, or communications of individuals utilizing the network or the end product or result of such utilization.
 - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, would be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users," as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district

network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas for the summer without written notification to their respective Local Area Network Manager (LAN MAN).
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) The network administrators or teachers may establish other rules from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees. Additional disciplinary action may be determined in accordance with existing procedures and practices,

both administrative and as stipulated in Schuyler Central High School and/or ESU 7 board policy, and including applicable law enforcement agencies when necessary.

(e) **Student and Parent Agreements:** Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(f) **Risks of MySpace, Facebook and other Social Networking:**

MySpace, Facebook, and other social networking sites are blocked and not allowed on the Schuyler Community School's network. The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites at home.

These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech, and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

(g) **Technology Protection Measure:** Schuyler Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Schuyler Community Schools.

(i) The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools

(ii) The technology coordinator or designee may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

(h) **Policy Challenge Procedure:** An individual who has been granted access to the Internet by Schuyler Community Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

(i) Internet site review requests should be directed to the Schuyler Community Schools Technology Committee in writing for consideration.

(ii) The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.

(iii) Schuyler Community School's technology committee will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Schuyler Community Schools any challenges to the severity of the applied discipline.

(iv) Challenges to the application or enforcement of Schuyler Community School's Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Schuyler Community Schools established grievance policies or at the Schuyler Community Schools administrator and/or board level for challenges presented in writing.

PARKING: Parking space for students is located in the west parking lot during school hours. All students in grades 9, 10, 11, and 12 are to park in the lot west of the west gym. The areas south of the industrial technology and west gyms are not considered student-parking areas during the school day.

Parking on the street and in residential driveways that is not the resident of the student is prohibited. All vehicles driven by students are to be parked in the lots or stalls provided by the school. Cars and other vehicles not properly parked may create problems for emergency vehicles such as fire trucks and ambulances needing to gain quick access to areas of the building or surrounding homes. Therefore, improperly parked vehicles will have to be moved. **Students who park improperly will be assessed \$5, \$10, \$15 etc. for each time they park improperly.** Students are not to be in the school parking lot during the noon hour or at any other time of the day unless permission has been granted. Students are not to park in assigned staff parking places, in fire lanes, etc.

STUDENT PERFORMANCE GOALS: The goal of each student at Schuyler Central High School is to be successful academically and socially during their high school career. It is believed that the following goals will help every student to be successful. When students follow the student performance goals, they should not receive consequences of low or failing grades, problem solving conferences, detentions, and suspensions.

These goals are as follows:

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

Student conduct on campus, in buildings, on buses, and at school-community activities should at all times be characteristic of young men and women who exhibit pride in themselves, their school, and their community. SCHS expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students is not acceptable and will not be tolerated.

The purpose of the Student Discipline Act, (statutory reference 79-254 to 79-294, is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitutions of the United States of America and the State of Nebraska, and in recognition of the right of every student to public education.

Changes or additions made to the policies, rules, or regulations contained in this handbook, if any, will be announced to students in the bulletin on three consecutive days, and will be announced to parents in the next issue of the Warrior Signal or by special mailing prior to taking effect.

ASSEMBLY CONDUCT: Programs may be presented for the student body. Students are expected to give the performers their full attention, courtesy, and be good hosts. Show your appreciation with courteous applause. A very important part of being an audience involves audience etiquette, which includes the following:

- When attending a public performance the audience must practice appropriate etiquette. Here is a list of common sense rules of courtesy:
- Keep quiet during the show - remember there are others who are trying to watch and listen to the performance.
- Listen to and watch the entire program. You may not be part of the show, but your reactions affect the performers - the better you are, the better they are.
- Don't be afraid to applaud and laugh during the performance to show your appreciation for the performers' hard work.
- Remain in your seat during the performance until the curtain call and the house lights come up.
- If you need to leave, do so with the least amount of distraction to the performers; the ideal time to leave is between songs or scenes.
- Turn off cell phones and pagers.

Any behavior not consistent with the above guidelines is subject to disciplinary actions.

CLASS CONDUCT EXPECTATIONS: For students to experience success in their high school experience, they are expected to show up on time, prepare for class by doing assignments on time, complete their own work, and to display

appropriate conduct conducive to a safe and orderly environment for learning and teaching at Schuyler Central High School.

Classroom teachers and students are responsible for the safe and orderly environment of the classroom. Teachers are responsible to assist students in making more appropriate choices by conferencing with the students to do problem solving and may issue detentions when necessary.

Students demonstrating classroom behavior disruptive enough to merit being referred to the office will be assigned a consequence within the guidelines established for discipline. This may include a conference with the principal and/or assistant principal, in school suspension, short- or long-term suspension from school, or expulsion from school. Any teacher referring a student to the office will initiate phone or in-person contact with the parent in order to seek a permanent resolution to the student's in-class behavior. Written documentation of the incident will also be sent to the parent/guardian and filed in the office.

CLASSROOM AND HALLWAY EXPECTATIONS: This is the conduct expected at all times in SCHS classrooms and hallways:

1. Enter only the classrooms to which you are assigned
2. Maintain appropriate indoor sound level
3. Walk without inconveniencing other traffic (i.e. no running, pushing/shoving, causing congestion, etc.)
4. Arrive in your classrooms before the tardy bell rings
5. Don't block entrances to the school

LEAVING CAMPUS DURING THE SCHOOL DAY: Students who drive to school are not permitted to drive their cars at any time during the school day without specific permission in advance from the Principal or Assistant Principal. Students who leave school for any reason during the school day must check out at the principals' office or nurse's office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Any student who leaves school without following proper procedure will be counted absent (unexcused), will receive an office detention.

DETENTION: All students are under the direct supervision of all school personnel while on school property or at any school-sponsored activity. A detention may be assigned to any student who exhibits undesirable patterns of behavior, attendance, promptness, for other disciplinary problems as explained on the first day of classes, or for any of the following inappropriate and/or unnecessary behaviors:

- Disrespect to school employee(s) or school property
- Leaving school without following proper procedure
- Verified threats to another student
- Extorting from another student
- Inappropriate conduct in the hallway or at lunch
- Snowball throwing
- Use of profanity, swearing, or other disrespectful/demeaning language
- Continued failure to submit assigned work
- Other behaviors disruptive to the educational process such as lying, cheating, or plagiarizing
- Improper use of pop machines/snack machines
- Gambling
- Unsportsmanlike conduct
- Parking in the wrong place or in the wrong direction/inappropriately
- Excessive tardies during one term
- Violation of classroom and/or school rules
- Appearance of the student's name in specified sections of the substitute teacher's report
- Harassment/bullying of others
- Insubordination
- False reporting information
- Gang related graffiti, and/or drawings of violent activities, etc.
- **Sitting on the stage in the east gym**
- Not following a teacher's directives, and
- Any conduct not representing yourself and Schuyler High School in the highest form of respect and appropriate conduct/behavior.

A detention is to be served for that staff member on the day it is assigned. Only the staff member giving the detention may excuse the student from the detention. If the student does not serve the detention according to the staff member's guidelines, the student will receive a one-day in-school suspension and must make arrangements to serve the detention once the in-school suspension has taken place.

Session 1 Procedure: The first time a student accumulates a total of three (3) detentions from one staff member or a total of five (5) detentions from staff members during the school year, that student shall receive a 2 day In School Suspension. The Student and parent/guardian may be required to meet with the administration.

The second time a student accumulates a total three of (3) detentions from one staff member or a total of five (5) detentions from staff members during the school year, that student shall receive a 3 day In School Suspension. The student and parent/guardian may be required to meet with the administration. The student may be referred to the Student Assistance Team to develop interventions for successful participation in school.

The third time a student accumulates a total of three (3) detentions from one staff member or a total of five (5) detentions from staff members during the school year, that student shall receive an In School suspension of four days. The Student and parent/guardian may be required to meet with the administration.

The fourth time a student accumulates a total three of (3) detentions from one staff member or a total of five (5) detentions from staff members during the school year, that student shall be recommended for a five day Out of School suspension from school as provided by Nebraska State Law. The Student and parent/guardian may be required to meet with the administration.

The fifth time a student accumulates a total three of (3) detentions from one staff member or a total of five (5) detentions from staff members during the school year, that student shall be recommended for a long term Out of School suspension (six to 19 days) from school as provided by Nebraska State Law. The Student and parent/guardian may be required to meet with the administration.

The sixth time a student accumulates a total three of (3) detentions from one staff member or a total of five (5) detentions from staff members during the school year, that student shall be recommended for expulsion from school as provided by Nebraska State Law.

Session 2 Procedure: A limited number of detentions will carry over from session 1 to session 2. At the beginning of session 2, each student with two detentions from one teacher or four detentions from a combination of staff members will not be suspended before receiving two additional detentions. The length of the suspension shall be as previously described.

DRESS CODE: Educational research has shown that there is a direct correlation between the way a student dresses and his/her performance in the educational environment. Dressing for success is important. With this in mind, students and parents are expected to assume primary responsibility for proper grooming and dress for students attending school and school activities whether on or off campus. **No code can be written that will address all of the styles, trends, and designs in clothing, jewelry, and tattoos.** A student should be clean at all times and must observe safety rules set up for particular classes concerning dress and grooming.

Students not in acceptable attire during school activities will not be allowed to attend or participate in that activity. Students are expected to wear attire that is in agreement with policy for all activities during the school day, when they practice, when they participate, and when they are observers of an event.

Any time attire worn to school interferes with the learning and teaching of students and staff, students will be referred to the principals' office and may be asked to change or remove that attire. Unacceptable attire shall include clothing with pictures and/or words or symbols that may be construed as indecent or immoral and words, patterns, or symbols which refer to those used by gangs, alcohol, tobacco, or illegal drugs. Clothing which exposes undergarments or large areas of the body is not acceptable. When students exhibit clothing or personal hygiene that is not acceptable, arrangements will be made to correct the situation.

Students wearing any clothing such as tank tops, muscle shirts that are underwear, tops revealing too much cleavage or midriff, or short shorts or skirts, **and pants that bag too low around the waist** will be referred to the assistant principals' office. Tank tops that have one-inch straps are allowed (**NO spaghetti straps**). T-shirts that are cut out revealing the underarm area and the torso are not allowed. Caps, hooded sweatshirts (hoodies), hats, and sunglasses are to be removed when entering the building and are to remain removed until exiting the building during the school day. Gang attire that reflects gang activity/mass action will be prohibited. Contact lenses that alter the appearance of the eyes and are distracting to the teacher are not allowed. Shoes or other acceptable footwear must be worn at all times.

Staff members who observe a student in inappropriate dress are to send the student to the office for administrative determination during the school day. Referrals for inappropriate attire at activities and events will be made to the activity director with final referrals made to the assistant principal.

Failure to comply with such rules is grounds for disciplinary action. When a student's attire challenges the intent of policy, a student and administrator/activity director conference will take place as applicable to the situation.

Disciplinary action such as problem solving conferences and detentions will take place when students do not follow the dress code policy.

Exceptions to Policy: Students will be permitted to wear formal attire to formal dances and banquets. Students will be allowed to wear caps and hats when attending sporting events (football, volleyball, cross country, softball, basketball, wrestling, soccer, golf, and track) and outdoor classroom activities provided they are appropriate and follow policy.

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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Students at Schuyler Community Schools are expected to dress in a way that is appropriate for the 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.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. 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.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

FIREARMS AND WEAPONS: No person may bring, possess, handle, or transmit a firearm or weapon on school grounds, in a school-owned vehicle, or at a school activity or event off school grounds except as permitted by this policy. The term "firearm" is defined as any object that is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

Exceptions regarding firearms:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or,
2. Firearms which may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or,
3. Firearms contained within a private vehicle operated by a non-student adult, which are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle. The term "encased" shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Student Provisions: No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. The term "weapon" is defined as a firearm or any other object or material that is ordinarily or generally considered a weapon or look-alike (including BB guns, pellet guns, air guns, CO2 guns, bows, slingshots, or any other like item which can discharge any type of rock, BB, or other potentially dangerous projectile, or a knife). Exceptions for students:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and,
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and,
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences: Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates

this policy by knowingly bringing, possessing, handling, or transmitting a firearm or weapon on school grounds, in a school-owned vehicle, or at a school activity or event off school grounds may be expelled, suspended on a long-term basis or mandatorily reassigned. The superintendent of schools shall have the authority to modify the expulsion requirement on a case-by-case basis.

Confiscation of firearms: Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to law enforcement authorities: All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

HARASSMENT AND BULLYING POLICY: One of the missions of Schuyler Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

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, regardless of gender, involved in an intimate relationship with another 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.

MASS ACTIONS: Mass actions such as "skip day" are not permitted. If a mass action is or has taken place, all students without proper parent verification will be assigned unexcused absences for the time missed.

PASSES: As a general rule, students will be allowed up to five passes from each class per term. A pass form is located in this student handbook and must remain there to be used. The intent of these passes is to travel from location to location in the school for a specific purpose, and may not be shared with other students. Passes to the office for phone calls initiated by the student will come from the student’s five-per-term pass supply. A teacher may deny use of a pass by a student in the event of inappropriate behavior. When students leave the classroom for any reason, they need to use their passes in the handbook or have a pink pass from the teacher to be in the halls going to another destination unless they are accompanied by a staff member.

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 out of site except for times they are allowed as described. This includes radios, CD players, MP3 players, portables TVs, cellular phones, pagers, beepers, or any other device. Student use of cellular phones and other personal communication devices will be permitted before school, **during SSP passing time, during passing time**, during lunch and after school and not permitted during class time, assemblies, pep-rallies, etc. 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.
- Second offense - The communication device will be confiscated and only returned to a parent or guardian.
- Third offense – The communication device will be confiscated and not returned until the end of the school year.

A cell phone used for cheating will be confiscated and not returned until the end of the school year.

If there is an emergency, personal communication devices may be used by students when the classroom teacher gives permission.

Classroom teachers may have the students use their personal communication devices at their discretion. For example: Research for a paper, use as a clicker, etc.

PUBLIC DISPLAY OF AFFECTION – (PDA): Excessive physical display of affection between students is not acceptable in the school setting. Students will not be allowed any greater physical contact than holding hands. Students are not to engage in Inappropriate Public Displays (IPDA) 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:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 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.
- d. 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.

A problem solving or detention will be assigned when behaviors are not corrected after an initial warning for public display of affection.

PROBLEM-SOLVING CONFERENCE: A conference between the staff member and student during which the student's behavior will be discussed and solutions developed so that future similar behaviors do not occur. The staff member and student will document the results of the conference, and parents will be notified of the results of this conference. There is no specified length for a problem-solving conference. If a student does not report for a problem-solving conference, s/he will be assigned a detention.

SOCIAL FUNCTIONS: School dances are for students and their dates as well as for SCHS staff. Outside dates are permitted as long as these people are willing to conform to all school regulations. The STUCO Back to School Dance is one exception. Only students enrolled at Schuyler Central High School may attend the back to school dance. Students will be admitted during the first hour of the dance, and are expected to stay until the end of the dance. Once students choose to leave, they will generally not be readmitted. Activities held during the week shall end by 11:00 p.m. School dances will be scheduled from 7:30 p.m. to 11:30 p.m. on weekend dates. A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation. Each person that attends the dance will be subject to a Breathalyzer.

SUBSTITUTE TEACHERS: Substitute teachers are guests in our school and perform a difficult task in the absence of regular teachers. Students should help the substitute teacher as much as they can so that classes will be effective and students will receive maximum benefit. If a student's name appears on a substitute teacher's report as being disruptive or disrespectful, that student will be assigned a detention by the classroom teacher when such action is recommended by the substitute teacher. SCHS teachers will administer appropriate disciplinary consequences when they are a substitute.

IN-SCHOOL SUSPENSION: In-school suspension describes disciplinary action taken in which a student is excluded from class attendance and/or participation for a specific length of time as assigned by the Principal or Assistant Principal. In-school suspension will be assigned on a limited basis and for specific behaviors. Students repeating these behaviors may be assigned additional days of in-school suspension. Work successfully completed by a student while assigned to in-school suspension will be granted full credit. Students are responsible for asking teachers for missed assignments. All work provided by teachers to a student assigned to in-school suspension will be completed by the student before s/he is released

from in-school suspension. However, no student will be dismissed from in-school suspension prior to the regular ending time of the school day.

SUSPENSION AND EXPULSION: Purpose of Student Conduct Rules -

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Forms of School Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

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

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

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending

hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

Student Conduct Expectations: Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion, or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety, or welfare of students, staff, and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law, which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. 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, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Schuyler Community Schools Public Schools buses.
17. A student who engages in the following conduct 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.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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.

B. Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Procedures and Regulations Subject to Change

The information contained in this handbook is current and in effect at the time of printing. The procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted. If there is a conflict between the student handbook and board policy, board policy will take precedence.

STATE/FEDERAL

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 as follows:

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

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, electronic mail address, 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, degrees, honors and awards received, and most recent previous school 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, assists with the task of grading student work and returning graded work to students. The District 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 DISCLOSURE OF STUDENT RECRUITING INFORMATION:

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS: The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District 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, the District 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.

FEDERAL PROGRAMS: Designation of Coordinators - Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

Following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. 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.

BREAKFAST AND LUNCH PROGRAMS: The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

This explains what to do if you believe you have been treated unfairly
"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, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

MULTICULTURAL POLICY: The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

NOTICE OF NONDISCRIMINATION: Schuyler Community Schools 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 or activities, treatment, or employment.

NON-DISCRIMINATION POLICY: Schuyler Community School district number 123 does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures, or the application of these policies of nondiscrimination:

Robin Stevens, Superintendent,
Schuyler Central High School
401 Adam Street
Schuyler, NE 68661
402-352-2421

For questions regarding compliance, contact:
Nontraditional/Equity Programs Specialist, Career, and Technical Education,
Nebraska Department of Education,
P.O. Box 94987, Lincoln,
NE 68509-4987,
Phone # 402-471-4823, FAX 402-471-4565, email rhastg@nde.state.ne.us

Title III Parent Involvement Policy
Schuyler Central High School

At the district level, it is the policy of Schuyler Central High School that parents of all participating children in Title III Programs have the opportunity to be involved in the joint development of the district plan and the district's review process. 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 III 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 the Title III, content standards, performance standards, and assessments.
Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, 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 in the language used in the home. Full opportunities are provided for all parents to participate in Title III 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 parents and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.

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 the District's 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. **Conferences will be held to accommodate all parent work schedules.**
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request. **Spanish copies available 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.

PARENT/STUDENT/TITLE 1 COMPACT:

Parent/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.
- show respect and support for child, teacher, and school.
- instill a positive attitude toward education.
- model like-long learning.
- 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

- show respect and pride for self, school, and others.
- attend school regularly.
- believe I can and will learn.
- accept responsibility for own behavior.

Teacher:

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.
- provide safe and stimulation environment conducive to learning.
- communicate expectations clearly.
- believe each student can learn.
- help each student reach full potential.

Title 1 Parent 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.

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal

rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school or origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the 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.

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 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: a student or parent's first and last name, home address, telephone number, and 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 provides 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 will 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.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

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).

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5001

ANTI-DISCRIMINATION AND HARASSMENT POLICY: Elimination of Discrimination. The 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.

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

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

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

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

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

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term, and condition of employment or of participation and enjoyment of the school's programs and activities.

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

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, the complaint may be processed to the Board of Education.

The supervisor, teacher, or the Superintendent will thoroughly investigate all complaints. 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 against an employee or student for alleging in good faith a violation of this policy.

STUDENT FEES AND FINES POLICY: The Board of Education of Schuyler Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended by the 2003 Legislature. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students. The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. Accordingly, the District shall seek and accept voluntary contributions of funds, and the provision of materials and equipment by parents and other patrons in order to continue to provide a high quality education to its students.

(1) Authorized fees/requirements: Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy provides general guidelines subject to further interpretation or guidance by other Board Policies and Administrative Regulations that may be adopted from time to time. This Policy includes an Appendix I that provides further specific details regarding student fees and materials required by students for the 2010-2011 school year. Parents, guardians, and students are encouraged to contact the Superintendent, Principals, or their teachers or activity coaches and sponsors, as applicable, for further specifics.

The Public Elementary and Secondary Student Fee Authorization Act expressly authorizes school districts to require and collect fees or other funds from or on behalf of students or require students to provide materials, specialized equipment or attire in the following categories:

1. Participation in extra curricular activities.
2. Admission and transportation fees for spectators at extracurricular activities.
3. Post-secondary education costs.
4. Transportation to and from school under certain conditions.
5. Copies of records and files.
6. Reimbursement for lost or damaged property.
7. Summer school and night school.
8. Before and after school programs and pre-Kindergarten programs.
9. Parking fees.
10. Breakfast and lunch programs in accordance with the federal requirements.

It is the intent of the Board of Education that no fees shall be charged to students, nor shall materials be required from students, for their participation in any school district sponsored course or activity, whether curricular or extracurricular, except as expressly permitted within this Policy and Appendix I. Nothing in this Policy shall prevent the school district and its various organizations and groups from accepting donations or from engaging in fund-raising activities that are conducted in accordance with District policies and regulations.

(2) Guidelines for non-specialized attire required for courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as guidelines established for the school buildings or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which they participate

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

(3) Provisions for personal/consumable items, course materials, and related provisions.

(a) Extracurricular Activities: Students are required to provide personal or consumable items for participation in extracurricular activities and may be required to provide certain specialized materials and equipment. Such requirements are specifically described in Appendix I. Waivers for low-income students may be provided for the provisions of certain materials and equipment in accordance with the waiver section of this Policy (Section 12).

(b) General Course Materials: The District for the use of students will make items necessary for students to benefit from courses available during the school day. In general, this means that the District shall have the responsibility to furnish personal or consumable items for participation in the courses of study provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. In addition, the District will make equipment or supplies of a specialized nature for certain courses available to students. If circumstances warrant, the Superintendent or his/her designee may require refundable damage or loss deposits required for usage of highly expensive District property.

Students are encouraged, but not required to provide their own personal and consumable supplies, materials, and equipment. This allows the student to have exclusive access to such supplies, materials, and equipment for their own use after school hours and during study periods. Accordingly, lists of recommended class supplies, which can be voluntarily provided by students, will be published annually in the Student/Parent Handbook, and/or supplements to those handbooks or other notices. The lists may include refundable damage or loss deposits required for usage of certain District property.

(c) Course Project Materials: The District will furnish the supplies and materials necessary for course projects, such as projects in art or industrial technology classes, but upon completion, the project shall become the property of the District if it has more than minimal value. With the approval of the Superintendent or his/her designee, students may be allowed to keep projects that are specifically designated as having only minimal value. Students are permitted to and may be encouraged to supply materials for course projects and, in such cases; these course projects may be kept by the student upon completion. Generally, the District will make standard project materials available. If the student wishes to keep the project upon completion, he/she shall reimburse the District for the reasonable value of the standard materials. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project. Students shall not be academically penalized for using standard District materials and grading criteria for course projects shall be designed so that the highest possible grade is achievable using standard District materials.

(d) Music Course Equipment: Students may be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver provision (Section 12). The District is not required to provide for the use of a particular type of musical instrument for any student.

(e) Graduation Ceremony. Participation in the graduation ceremony and in the class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost (if any are required) of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Graduation Assessment may be assessed to those seniors who wish to participate in graduation activities.

(f) Field Trips: The school district shall bear the cost of field trips that are part of the curriculum. These costs shall include registrations, transportation, and related costs. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches.

District will accept contributions from parents or other patrons in order to help fund field trips that are curriculum-related. Students may be held responsible for the costs of field trips that are exclusively part of an extracurricular activity. Extracurricular field trips are those in which participation by the student is voluntary, the field trip is not part of the curriculum or an extension of the curriculum, and the field trip occurs outside of regular school hours and/or does not count toward school attendance. A waiver for low-income students for extracurricular field trip fees shall be available in accordance with the wavier section of this Policy (Section 11). Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. The cost of food is not subject to a low-income waiver.

(g) School Stores and Purchases: The Superintendent may authorize the creation of one or more school stores operated

by the school Administration or school clubs and organizations to stock minor personal/ consumable items for voluntary purchase as a convenience to students. Such stores need not have a permanent physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or other vendors. Students may not be required to purchase items from school stores or from any staff member. Students may be charged for the purchase of items such as yearbooks, class rings, spirit clothing, and similar items, but all such purchases shall be voluntary. Students are responsible for the cost of food, beverages, and personal or consumable items which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, booster club or parent group sale, a book order club, or the like.

(h) 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 guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(i) Fines and Penalties: The Superintendent or his/her designee may assess fines for the late return of materials, such as library books, or for violations of rules and regulations developed for the safe and efficient operation of the schools. No fines shall be levied without the express approval of the Superintendent or his/her designee. Students who fail to pay overdue student fees, fines, or penalties may be subject to administrative penalties including being withheld from participation in school activities. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay fees, fines, or penalties.

(j) Voluntary Class Assessments: Each of the four secondary classes may assess its members for memorials and similar minor class activities. The payment of such an assessment shall be strictly voluntary.

(4) Guidelines for extracurricular activities: equipment or attire. The term "Extracurricular Activities" means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

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

Students have the responsibility to furnish personal or consumable equipment or attire, including all non-specialized equipment or attire, such as athletic undergarments or non-specialized athletic shoes, for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire. A waiver of this requirement is available to low income students (Section 12 of this policy).

(5) Guidelines for extracurricular activities: fees for participation. Except as otherwise provided in Appendix I of this Policy, the District does not charge direct activity participation fees. Admission fees may be charged for extracurricular activities and events and extracurricular clubs and organizations may charge membership dues as specified in Appendix I.

(a) Admission Fees. Unless otherwise specified in Appendix I of this Policy, admission fees for students to SCS sponsored

activities, shall be charged. Admission fees to activities hosted by SCS on behalf of other sponsoring organizations, such as the Central Conference or Nebraska School Activities Association, shall be determined by the sponsoring organization. Admission fees to events that are designated as fund-raising activities for extracurricular clubs and organization.

Students in Grades 9-12 may voluntarily purchase a Schuyler Community Schools Activity Pass that provides admission to home games/matches directly sponsored by the District for a flat fee. Appendix I of this Policy shall specify the types of admission fees covered by the Activity Card and outline such exceptions as may be necessary to

accommodate the District's hosting of Conference and Nebraska Schools Activity Association (NSAA) events, and games which are hosted as club/organization fund-raising activities. The waiver procedure outlined in Section 12 of this Policy does not apply to admission fees.

(b) Club/Organization Dues. Extracurricular clubs and organization may, with permission of the Superintendent or his/her designee, charge membership dues. The maximum allowable dues amount for each club/organization is listed in Appendix I of this policy. The waiver procedure outlined in Section 12 applies to club dues.

(c) Fund-Raising Activities. Students who wish to participate in an extracurricular activity that is wholly or partially financed by organizational fund-raising may be required to take part in the organization's fund-raising activities a condition of participation in the extracurricular activity.

(d) Voluntary Team/Club/Organization Activities. From time to time, members of extracurricular teams, clubs, and organizations may choose to participate in voluntary social activities for members that are above and beyond the mission of the extracurricular activity. These social activities may include annual picnics, movies, pizza parties, and similar activities. Participation in such activities is voluntary and no member of a team, club, or organization may be penalized for not participating. The cost of participating in voluntary social activities is the responsibility of the student and is not subject to the low-income waiver provision.

(e) Voluntary Purchases. Participants on teams and in clubs and organizations may have the opportunity to purchase optional t-shirts, sweatshirts, jackets, and similar items through team, club, or organization accounts. On some teams, players voluntarily purchase flowers for one Parents Night per season. Such purchases are completely voluntary, no team, club, or organization member may be required to make such purchases, and all costs are the responsibility of the student and are not subject to the low-income waiver provision.

(f) Summer Activities. Members of teams, clubs, and organizations may have the opportunity to participate in summer camps, individual clinics, summer trips, and similar activities. The District does not sponsor these activities and participation is voluntary. The cost of participating in summer activities is the responsibility of the student and is not subject to the low-income waiver provision.

(6) Post-secondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary education institution. For a course in which students receive high school credit and for which they may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(7) Transportation costs. Students are responsible for any fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records. The Superintendent or his/her designee may establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. Such fees shall not exceed ten cents per copied page. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. Any fee schedule so established shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school services. Students are responsible for any fees established for participation in before-and-after-school services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Drivers Education classes are contracted to a private company. Students are also responsible for paying for correspondence courses that are voluntarily taken.

(11) Student meals. Students shall be responsible for the cost of items, which they purchase from the District's lunch programs except to the extent that such students are eligible for free/reduced lunch through the United States Department of Agriculture's child nutrition programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. Students are responsible for the cost of other food and beverages that they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, or similar outlet.

(12) Waiver procedures. It shall be the policy of the Board of Education to provide fee waivers upon proper application in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended. Students whose family's income qualifies for free or reduced-price lunches under the United States Department of Agriculture child nutrition

programs will, upon proper application and documentation of qualification, be provided with a waiver of fees or provision of the necessary materials or equipment without charge for:

- A. participation in extracurricular activities.
- B. specialized equipment and attire required for participation in extracurricular activities;
- C. the use of a musical instrument in optional music courses that are not extracurricular activities, and
- D. any other required materials or fees required for participation in miscellaneous events and activities for which a waiver may be legally required.

Participation in the free or reduced-price lunch program is not required for purposes of this section. Students or their parents must request and have received approval for a fee waiver prior to participating in or attending the activity, and prior to the purchase of any materials, equipment, or attire for which a waiver is sought. The Superintendent or his/her designee shall devise such application forms as are necessary to implement this section.

(13) Distribution of this Policy. The Superintendent or his/her designee shall publish the District's student fee policy and the accompanying Appendix I in the SCS Student Handbooks or in an equivalent document such as an addendum or supplement to the Handbooks. The SCS Student Handbook or the equivalent document shall be provided to every student of the District or to every household in which at least one student resides at no cost.

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

Annual Certification: On the 16 day of JUNE 2009, the Schuyler Community Schools Board of Education held a public hearing at a meeting of the Board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the Board at an open public meeting in compliance with the public meeting laws.

2010-2011 Student Fees Policy of Schuyler Central High School—
Additional Specification of Required Materials and Fees

Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing	As determined by instructor
Shop classes and special projects	Appropriate clothing	Protective clothing and eye protection for shop classes
Music	Musical instruments, supplies, and fees	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, markers, notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items for class as recommended by the teachers.
Advanced math or science classes	Specialized calculators	When specialized calculators are provided and student damages or losses the calculator a replacement cost will be assessed.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast--\$1.35 Lunch--\$2.10 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT Test Prep Course \$100, PSAT test fee paid to district (district pays PSAT), and ACT test, to be paid directly to the private company involved.																								
Summer school courses	Classes offered during the summer, or at night, if any	Credit Recovery Summer School - \$100																								
Locker usage	Students are assigned a locker.	Students will be assessed a fee if locker is damaged.																								
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) <u>or</u> Specific Material Required																								
Athletic Programs																										
1. Admission	Spectator fees for admission to events	\$4.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA.																								
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																								
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table border="1" data-bbox="933 919 1421 1327"> <tr> <td>Activity</td> <td></td> </tr> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag & clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Etc.</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling shoes</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top & skirt; jacket, etc), poms and other accessories</td> </tr> </table>	Activity		Basketball	No additional	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Etc.	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling shoes	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket, etc), poms and other accessories
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4. Travel meals	Meals	Students are responsible for their own meals while traveling.																								
5. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																								
6. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories for their own uniforms. The school will supply uniforms for the marching band and choir robes; students required to have uniforms and robes cleaned.																								
Clubs/Organizations																										
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$14.00 per club.																								
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$15.00 per club.																								
National Honor Society	State & national dues, meals and activities	No annual																								
Science and Math Club	State & national dues, meals and activities	Annual dues not to exceed \$2.00 per club.																								
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$5.00 per club and partial registration fees.																								
Social & Recognition Activities																										

1. School plays, musicals, and social activities	Admission to events	To be announced
2. School dances	Admission to prom, homecoming, etc.	To be announced
3. Class dues		Each of the four secondary classes may assess its members an amount annually for rental, fee for band or DJ, yearbook, and decoration of dance facilities. Students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture.
5. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school-sponsored trips where the trip is an extracurricular activity. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

STUDENT RECORDS: State laws govern the accumulation, maintenance, and disposal of student records. Schuyler Community Schools maintains records for each student enrolled at the school. The records are available to the individual students and their parents. If a student transfers to another school, the student's records are forwarded to the receiving school upon request.

Educational Records: The Family Educational Right to Privacy Act also provides that a school may disclose educational records, including disciplinary records, without parental consent, to a school in which the student seeks or intends to enroll.

All other persons are required to have permission from a parent or eligible student before access to the student record is permitted. A student 18 years of age or over is eligible to give consent for the release of records. Professional staff members of SCS are permitted to see student records without consent when working to improve a student's educational performance.

The following information is included in student records: Grades, standardized test scores, interest test reports, and registration materials. Such items as teacher comments, personal evaluation, and disciplinary actions are not a part of the permanent record.

After three continuous years of non-attendance, the school destroys all records regarding disciplinary action and will retain only the academic record, personal information, attendance data, and health record.

State laws further require the school to inform the student and parents of their right to challenge any items of information placed in the student record. Within one calendar year from the date that such material is placed on a student's record, the student, parents, or guardians shall have the opportunity for a hearing to challenge the content of the student's record.

ACTIVITY PHILOSOPHY

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally, and emotionally.

The element of competition and winning, through it exists, is controlled to the point it doesn't not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student

spectator is and integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to their knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Schuyler Central High School offers an extensive program of activities to supplement the academic program. Participation in these activities offers the chance for expression of interests, development of personality and poise, and the acquisition of talent and development of leadership skills that will carry over through an entire lifetime. Each student is encouraged to participate in one or more activities. Each activity adds to the total school fabric. Schuyler Central High School does not recognize one activity as being more important than another activity. It is recognized that conflict will from time to time arise whenever a student desires to participate in more than one activity. Wherever reasonably possible, an activity sponsor shall work with the student and the demands of the competing activity to try and resolve conflicts. When conflicts exist, the final decision is to be made by the student and the student's parents. Coaches and sponsors must recognize the student's dilemma, make reasonable accommodations, consult with the student in a sympathetic manner, and will not place any undue pressure on any student to make decisions favoring one activity over another.

Safety: The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach to sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents: The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment, and strict observance of the rules, injuries are still a possibility.

In the event of injury to an athlete, the coach will render first aid. In case of serious injury, the parents will be contacted at once, and their advice or direction secured. The Principal and Activity Administrator will be notified if the parent or the family physician cannot be contacted. Coaches are authorized to use their best judgment in obtaining competent medical care and service. If an injury requires a participant to miss a game or practice and/or requires a visit to a doctor, the participant is required show the coach/sponsor a doctor's release before he/she is allowed to participate in practice or contests.

ACTIVITIES AND ORGANIZATIONS OFFERED

Art Club: Art Club promotes the study and participation in art, and the completion of projects and art shows.

Athletics: Schuyler Central students have earned the right to be proud of their athletic teams and must work hard to maintain programs in which students and community members continue to show pride. Fall sports are cross-country, football, golf, softball, and volleyball. Winter sports include basketball and wrestling. In the spring golf, soccer, and track and field are available. Schuyler Central is a member of the Central Conference. Other conference schools are Aurora, Central City, Crete, Fairbury, Grand Island Northwest, Columbus Lakeview, Holdrege, Seward, and York.

Class Officers: Incoming seniors, juniors, and sophomores will elect officers at the end of the preceding school year. Their purpose will be to serve as executive officers for the business of specific class activities. Freshmen officers will be elected in the fall.

Culture Club: Culture Club is an organization of students interested in the study of foreign countries and their languages, customs, and societal contributions. The members have meetings, field trips, and host speakers.

FCCLA: Family, Career, and Community Leaders of America is a national organization of students who have taken or are taking a homemaking course in high schools of the United States and its territories. The goal of F.C.C.L.A. is to help individuals improve personal, family, and community living now and in the future.

FFA: Future Farmers of America is a national organization for students studying vocational agriculture in public secondary schools. Members learn through active participation how to publicly buy and sell cooperatively, solve their own problems, finance themselves, and assume responsibility.

Intramurals: Co-Ed sports are extra-curricular activities where students learn about the rules and some strategies of each sport and then play the sport for fun and having a good time. Intramural's instill good sportsmanship, working together socially, exercising, helping to stay fit and healthy, and most of all having fun and competing too.

Fall Intramural Sports – Volleyball and Flag Football

Winter Intramural Sports – Soccer

Spring Intramural Sports – Basketball and Ultimate Frisbee

Mock Trial: Students act as attorneys and witnesses in a case prepared by the Nebraska State Bar Association in competition against other schools in actual courtrooms to gain a deeper understanding of the American judicial system.

Musicals: Schuyler Central High School puts on a musical every other year.

National Honor Society: Schuyler Central High School is a member of the National Honor Society. The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character.

One Act Plays: Students may tryout for a part in Schuyler Central High Schools one act play, help build sets or work with lighting. When performed, one act plays are 30 minutes long.

Pep Band: Pep band plays for home football, volleyball, wrestling, and basketball games when appropriate. Band members that are attending home games play in pep band.

SADD (Students Against Drinking and Drugs) An organization of students that has two main purposes: 1) to help provide alcohol free activities and 2) to raise awareness about the dangers of the use of alcohol and other drugs. SADD organizes Red Ribbon Week activities.

S-Club: S-Club is an organization of letter winners in athletics. Due to the influence of athletes on other members of the student body and on younger children, members of the S-Club should constantly strive to uphold the principles of good conduct, good sportsmanship, and leadership both in school and in the community.

Spirit Squads: Due to time and performance considerations, a student may only be a member of one of these spirit squads.

Cheerleading: The purpose of the Schuyler Central High School cheerleading squad is to promote school spirit in all athletic activities and other designated events. Members of the squad enthusiastically support the school, the administration, faculty, and sponsors of organizations, the community, and all pertinent school policies.

Dance Team: The purpose of the Dance Team is to provide entertainment for audiences at selected pep rallies and home athletic contests, to encourage school spirit, to promote physical fitness, to acquire perfection in performance, and to have fun working together as a group.

Science/Math Club: Science/Math Club is an organization of students who have a special interest in science and/or mathematics. Meetings, field trips, speakers, projects, and an annual science fair are activities designed to meet the special needs and interests of the members.

Speech: Any student may be on the speech team. The speech team participates in eight meets and provides many different opportunities.

Student Council: Student Council promotes the continual improvement of Schuyler Central High School by its students, and seeks to create and maintain good spirit by providing the opportunity for students to express themselves for the school's best interest. The Student Council works with the Principal and faculty in matters pertaining to student government, promotes the general welfare of the school in all projects and activities pertaining to the student body, and bring to the school administration and faculty all ideas and problems of the student body.

ACTIVITY PROGRAM INFORMATION

Academic eligibility: The Nebraska School Activities Association has established a number of rules governing eligibility for high school students participating in any interscholastic competition that falls under the authority of the NSAA. The school's main goal is to teach students and to facilitate their movement toward high school graduation. The following academic eligibility rule has been added to the existing NSAA eligibility requirements, and applies to all Schuyler Central High School extra and co-curricular activities.

Student grades will be collected on a weekly basis throughout the school year. Any student failing one class is considered in warning status. Any student failing two classes when the report is published is considered to be demonstrating less than acceptable academic performance and will forfeit all public representation of Schuyler Central High School until the student is no longer failing two classes on the weekly failing grade report. Part-time students, in addition to meeting the qualifications noted above, must be passing each of their classes to retain academic eligibility. Any student who is ineligible due to excessive failing grades will not be permitted to travel with a school team or other organization.

Activity Code of Conduct: Purpose of the Code of Conduct: Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, speech, One-Act, FCCLA, art club, student council, National Honor Society, musicals and all other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the officials starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline: Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written oral request of a school stag member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or brining or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful to contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not in violation. (Note: Refer to alcohol, tobacco, and/or drug offenses and/or criminal activity for further information).
8. Public indecency
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
11. Engaging in any activity forbidden by law that constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or danger to the health and safety of others or repeated violations of dress and grooming standard; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Schuyler Community School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved the coach or supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach or sponsor will determine the validity of the reason. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Alcohol, Tobacco, and/or Drug Offenses and/or Criminal Activity: Beginning at the time of a student's initial enrollment (eighth graders that have completed eighth grade are under this policy once school is dismissed for summer) at SCHS and continuing through completion of attendance or high school eligibility, a student is subject to suspension from all

public appearances related to co-/extra-curricular activities and/or competition if s/he has a violation in the, alcohol, tobacco, and/or drug offenses and/or criminal activity policy. Disciplinary consequences imposed under this policy will involve suspension from public representation of SCHS and may additionally involve other measures. The activities administrator is responsible for completing a suspension notification procedure within three (3) days following a participant's suspension. The coach or sponsor will communicate other suspension actions to parents. The term of suspension shall be the next regularly scheduled weeks of public representation during the school year as defined by the Nebraska School Activities Association and throughout the summer. The term of suspension is considered a probationary period and the student will be reinstated only after evidence of abiding by the ideals of activity participation. Continued practice and participation in the organization or activity is expected, even though the student is not permitted to represent the school publicly. Public representation takes place when the student is performing in front of a group of peers, staff, or community members. Students must complete the season in good standing on the team or organization for weeks of suspension to apply.

Term of suspension:

- 1st offense next 4 activity weeks publicly representing SCHS
- 2nd offense 8 weeks (minimum) up to 1 calendar year (maximum)
- 3rd offense 1 calendar year (minimum) to the rest of the SCHS career (maximum)
- 4th offense remainder of their enrollment at SCHS

Self-reporting alcohol, tobacco, and/or drug offenses and/or criminal activity violation may reduce the suspension time for a 1st offense from four (4) weeks to two (2) weeks by reporting the policy violation to school officials. A student in violation of the alcohol, tobacco, and/or drug offenses and/or criminal activity policy must notify a school official (coach or sponsor, teacher, activities administrator, school counselor, principal or assistant principal) of the violation within 24 hours of the violation for the reduction to apply. The assigned length of the suspension for 2nd and 3rd offenses will be determined by the administration, and will include mandatory professional substance abuse counseling. SCHS is not liable for expenses incurred through such counseling sessions.

Steroid Offenses: A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for same terms of suspension as listed for alcohol, tobacco, and/or drug offenses and/or criminal activity.

Athletic Participation: To the extent reasonably possible, it shall be the policy of Schuyler Central High School to provide an opportunity for students to participate on teams and events. It shall be the policy of Schuyler Central High School to encourage all interested students to take advantage of these opportunities.

Ideally, all interested students should be given an opportunity to participate, develop their skills, and to enjoy competition and the comradeship that come with being a member of a team. Because of budget limitations, personnel limitations, and facility limitations, it is not possible for Schuyler Central High School to fulfill the ideal level of opportunities and participation. With that in mind, Schuyler Central High School recognizes that certain policies must be implemented. For the foregoing in mind, the following policy dealing with limiting team size has been adopted.

1. Prior to the commencement of each season, sponsors shall determine the appropriate number of students that their facilities and staffs can accommodate. In reaching that decision, the sponsors shall consult with the activities office. In the event more students try out for these sports than the coaches believe they can accommodate, the coaches may cut the additional students.
2. If any of the students are to be cut from any of these activities, an announcement to that effect shall be made at the beginning of the season. A trial period shall be afforded to every student wishing to participate. The length of the trial period shall be announced at the beginning of the season. The sponsor shall determine the length of the trial season after consulting with the Activity Director. To the extent possible, every student shall be entitled to a fair opportunity to demonstrate his/her abilities.
3. Because of the potential number of participants involved, it may not be possible to guarantee that each freshman/JV/Varsity player will be able to participate in every game. Decisions with respect to participating in games, as it applies to freshman/JV/Varsity, shall be the decision of the sponsors involved.

- If possible, "B" freshman games may be scheduled, but if no such games can be scheduled, some freshman may receive little, or no, participation in game type situations.
4. The fact that a student was on a previous year's team shall not be a factor in making the current year's team. The fact that a student was cut the previous year shall not be a factor in making the current year's team. The fact that a student did not participate in another given sport shall not be a factor in the student not making the team for which s/he is trying out. Nothing in this policy shall prevent a sponsor from dismissing a student from a team for disciplinary reasons.
 5. A coach in cutting a student from a team at the end of the trial period shall inform that student of the decision in a private meeting between the coach and the student. The coach shall make every reasonable effort to critique the student's performance and explain why the decision was made. The student's parents/guardian may participate in the meeting to discuss the coach's decision.

Attendance Requirements: In order for a student to participate in an activity on a given day or night, that student must be in school:

1. For an afternoon activity, the morning of that school day.
2. For an evening activity, the afternoon of that school day.
3. When the activity is curriculum related the student may miss only the class of the field trip if failing other classes.

Bus Rider Rules: These rules and regulations apply to any trip under school sponsorship. All student riders shall respect the wishes of the chaperones and driver appointed by the school.

1. Students that are riding a bus are to sit:
 - all girls on one side of the aisle and all boys on the other side of the aisle
 - OR girls in the front of the bus and boys in the back of the bus or vice versa
2. Keep hands and head inside the bus at all times after entering and until leaving the bus.
3. Assist in keeping the bus safe and sanitary.
4. Loud talking, laughing, or unnecessary noise diverts a driver's attention and may result in an accident.
5. Treat bus equipment as you would your own property. The offender must pay damage.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Students are responsible for helping clean the buses immediately upon return from an activity.
10. Do not throw anything out of the bus windows.
11. Bus riders are not permitted to leave their seat while the bus is in motion.
12. Horseplay is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver.
14. Absolute quiet is necessary when approaching a railroad crossing.
15. In case of a road emergency students are to remain in the bus.

Changing Activities: If a student participant desires to switch from one activity to another, the participant must have the consent of both sponsors. NSAA bylaws also require that a student switching from one sport to another must be restricted from practice and competitions in the new sport for a period of seven school days. A participant cut from a squad for disciplinary reasons may not be a member of another program without approval of the Activities Administrator.

Checklist For Participation: The Schuyler Central High School athlete must complete the following steps listed **prior** to participating in any practice sessions or games.

1. **Physical Examination:** This is a Nebraska State Activities Association requirement. An examination is required once each year. A physical taken on or after May 1 will be in effect for the school year. The student shall obtain a physical examination form from the principals' office. The processed and completed physical examination card shall be given to the school nurse, who will issue a permission slip to check out for a particular activity.
2. **Insurance:** Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The Board of Education does not require participants in athletics to be insured against athletic accidents but strongly recommends that they be insured against athletic accidents at the parent's expense. The Board of Education does require each participant's parent to sign an "Insurance Waiver." The school does not offer any insurance or coverage. There are many individual and group athletic accident policies available about which the school does have information. This information may be obtained from the Activity Administrator. Parents are urged to investigate and study the various policies so that they may purchase the accident coverage they prefer. The Nebraska School Activities Association does provide insurance for catastrophic injuries for activity participants.

3. School Activities Permit Card: This is a consent card that the N.S.A.A. requires each school to have on file. Parents are required to sign the student participation and permission agreement.
4. Athletic Agreement: This section pertains to the Schuyler Central High School Athletic Code. A copy of this code will be made available to all candidates and their parents for the interscholastic athletic teams.
5. Emergency Medical Treatment Consent: This allows school personnel to give consent to have emergency medical treatment for your student if you as a parent or guardian are not present and cannot be reached in a time of emergency.

Church/Family Night/Sunday/Weekend/Other Practices: Schuyler Central High School observes every Wednesday night as Church and Family night, and school activities generally do not take place on Wednesday night. All practices will be concluded by 6:00 pm. There will be no practices or activities on Sunday unless there is a contest on Monday of the forthcoming week. The principal and activities administrator must approve practices on Sunday or Holidays. Any practice held on the weekend or holiday must be optional for the participants. Family commitments must be honored by the coach/sponsor. Missing the practice will not change the participant's position or team status in the activity.

Conditioning Program: SCHS organizes and supervises a year-round conditioning program to include weight lifting, running, and exercising for all its members. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness, except that practice of individual skills of any sport may be taught in other than organized physical education classes if the school does strictly adhere to the specific rules governing organized practices. Conditioning sessions shall be no longer than 90 minutes in length and no member shall participate in more than one such session per day.

Due Process Rights of SCHS Activity Participants: The due process afforded students in relation to these activities policies shall be similar to that provided in Nebraska State Law 79-264 through 79-294. In other words, suspensions from activity participation for five or fewer days shall be consistent with provisions for short-term suspensions, while suspensions from activity participation of six or more days shall be consistent with provisions for long-term suspensions. Removal from a team shall be consistent with provisions for expulsions.

Equipment Responsibility: The participant is responsible for all equipment checked out to them by the coach/sponsor. All items of equipment that have been checked out by the participant must be checked in at the conclusion of the season. The participant responsible for checking it out must pay for any missing item(s). All fees (for items not checked in at the end of the activity) will be turned in to the coach/sponsor. A list will be kept of athletes who owe fees and they will not be allowed to participate in another sport until fees are paid.

Interscholastic Eligibility: In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand a summary of these rules listed below or need an explanation of other requirements, consult the Activities Office.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11th day of the current year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible for ninety school days to represent a school in inter-scholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile.

(Check with school administrator for an interpretation of rule if the district where parents reside has no high school or if there are two or more high schools in a district.)

12. A student is ineligible for ninety school days if his/her parents have changed their domicile to another school district and the student has remained in former school that is in a different school district. (EXCEPTIONS: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the district from which the parents moved.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

General Lettering Criteria and Post Season Awards: Lettering in a school activity is for those participants who have met stated levels of performance. These general considerations govern lettering in SCHS activities:

- The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
- Participants injured and must drop out of a school activity, may be given special consideration.
- Sponsors who believe there are special conditions or unusual situations (other than ATOD and/or criminal activity suspensions) for a participant s/he may letter that participant.
- Students who participates in an activity for four years, may letter in that activity.
- A student manager may receive a varsity letter at the discretion of the sponsor.
- A sponsor may revoke a letter for disciplinary reasons.

A school activity participant involved in a multiple day suspension (ISS and/or OSS) will not receive a letter for the activity(ies) in which the suspension took place and will not receive any SCHS post-season awards in which the multiple day suspension took place. Awards that are given for all year performances will not be given to a school activity participant that had multiple day suspensions (i.e. weightlifter of the year, female athlete of the year etc.). The year ends on the evening of the activities award night.

Specific Lettering Criteria: in addition to the expectations noted above, the following conditions apply to lettering in these activities:

Basketball

1. One quarter of the regular season varsity quarters played.
2. All varsity players letter if they are a part of a state tournament team.

Cheerleaders

1. Participate at the following assigned sports: football, volleyball, boys and girls' basketball, and wrestling
2. Cheerleader squad member will be expected to follow all guidelines established by the sponsor, activities administrator, school, and NSAA.
3. A cheerleader will not receive a letter for these reason(s) stated in the cheerleader constitution.

Cross Country

1. The participant receives an individual award or medal at a meet consisting of five or more schools.
2. The participant finishes in the top three in a dual and finishes in the top five in a triangular meet.
3. The participant accumulates 350 miles and attends at least 50% of the summer running sessions.

Dance Team

1. Must participate in all Dance Team activities unless otherwise excused.
2. Dance Team member will be expected to follow the constitution and all guidelines established.

Football

1. An athlete must participate in 1/4 total varsity quarters played
2. If varsity players win their District, or are State qualifiers, all members of the varsity team qualify for a letter.
3. 1 quarter is awarded for each of our football camps that is attended
4. 1 quarter is awarded fro helping at our football Youth Camp
5. 3 quarters for 90% of summer weight attendance
6. 2 quarters for 80% of summer weight attendance

Golf

1. Golfer who sets a school record during competition.
2. Golfer who competes in one half of the varsity meets.
3. Senior who has competed three consecutive years.
4. Golfer who receives a medal in a triangular meet or larger.

5. All members of a state qualifying or conference championship team.
6. Working a golfer youth camp qualifies as one varsity competition
7. Attending a golf camp will qualify as one varsity competition
8. 90% of summer weight attendance qualifies as two varsity competitions
9. 80% of summer weight attendance qualifies as one varsity competition

Soccer

1. The participant must have played in 50% of all varsity halves played.
2. If varsity players win their District, or are State qualifiers, all members of the varsity qualify for a letter.

Softball

1. Play in 1/7 of the varsity teams innings played in regular season.
2. If team wins district or qualifies for state all varsity members letter
3. 2 innings awarded for each camp attended
4. 4 innings awarded for 90% of summer weight attendance
5. 3 innings awarded for 80% of summer weight attendance

Track and Field

Accumulate at least 10 points throughout the track season by doing any of the following.

1. Score at any track meet. The number of points that an athlete scores at a meet will be the number of points earned towards a letter.
2. Qualify for State. Any athlete that qualifies for the State Track Meet will earn 10 points.
3. An athlete that is selected as a team captain will earn 3 points.
4. An athlete will score one point every time he or she makes an improvement throughout the year.
5. Perfect Attendance. Athletes will earn 5 points if they have no absences from practice (excused or unexcused). An exception will be made for other school sponsored events

Volleyball

1. An athlete must play in at least 50% of all regular season varsity games played
2. 90% attendance of summer weights will waive 4 varsity games
3. 80% attendance of summer weights will waive 2 varsity games
4. If the team qualifies for state tournament, all team members qualify for a varsity letter.

Wrestling

An athlete must finish the season in good standing and meet at least one of the following criteria:

1. Wrestle 18 varsity matches
2. Earn 20 varsity team points (points that contribute to the team score during a contest)
3. Place 1, 2, 3, or 4 in the conference or district meet

Wrestling Aides

1. Attend and work at all home matches.
2. Attend and work 1/2 of the away matches.
3. Every wrestling aide will be expected to follow all guidelines established by the sponsor and activity administrator.

Limitations On Elected Offices:

1. Initiations for all school organizations are prohibited.
2. A student may be president of only one organization at a time. Editor and cheerleader or drill team co-captain are considered equivalent offices because of the responsibility and time required.
3. A student may not hold the same office in two different organizations at the same time.
4. A student may hold only one presidency or vice-presidency, and only one secretary or treasurer position. A student may be president and secretary or president and treasurer but not president and vice-president.
5. A student may not run in election for another office once elected to their quota of offices.
6. A student may not be King or Queen twice in the same year

Locker Rooms: All athletes are to lock their lockers and give valuables to the student managers for safekeeping or leave such items at home. All athletes will shower at the conclusion of every practice and competition.

Ninth Grade Athletes: The coaching staff of a particular sport may decide on which team an outstanding freshman athlete shall be placed. This pertains to football, boys and girls' basketball, and volleyball. The outstanding 9th grade athlete will compete on the 9th and JV teams or the JV and Varsity teams, but may not compete on the 9th and Varsity teams and may not compete at all three levels (9th, JV, Varsity). The head coach of the sport will contact parents/guardians of the student to

be moved up prior to the student practicing or competing at the higher level, and will inform the activities administrator when such action will be taken.

Off-Season Training Programs: The use of off-season training programs to promote a better athletic ability is encouraged. However, these programs should not be held at the expense of athletic programs in season. Programs in season have first priority for both facilities and participants. Therefore, off-season programs will not commence nor be encouraged for at least two weeks following the start of a new season.

Padlocks: Padlocks will be checked out from the sponsor of an activity. When the participant is finished with the sport season the lock will be returned to the sponsor. If the participant loses the padlock, a replacement fee will be charged for replacement of the lost padlock.

Participation: Varsity teams shall be made up of 12th, 11th, 10th, and 9th grade students, reserve teams shall be made up of 11th, 10th, and 9th grade students, sophomore teams shall be made up of 10th grade students, and freshman teams shall be made up of 9th grade students. Workouts or supplementary practice outside of regular squad practices and competition are not specifically restricted. It is expected however, that participants given the privilege of representing their school will owe first allegiance, as far as participation is concerned, to the Schuyler Central High School activity of which they are a member and the public school sponsors who are responsible for the participant's training program. This policy is not intended to restrict casual or recreational activities.

POST-SEASON AWARDS

Awards To Students: No award of greater value than \$50.00 shall be given to participants of activities by the schools of the Nebraska School Activity Association.

Boys Basketball:

Gaeth Memorial Award: awarded to varsity players with the most assists and the most rebounds in the season.

Oberg Free Throw Award: awarded to the varsity player who has the highest free throw season percentage.

Girls Basketball Season Leaders:

Awarded to the varsity players with the most assists, most rebounds, and highest free throw percentage for the season

Football:

Defensive Football, Interior Lineman, and Most Improved: These awards are presented to outstanding football players based on the decision of the coaching staff. Factors considered are season statistics, contribution to the team, and post-season honors.

Myers-Reinecke-Shonka Memorial Awards:

Cross Country: The head coach and assistant coach will determine the boy and girl winners of this award. Consideration will be given to season placing, leadership, cooperation, and grade level.

Football: Presented to the outstanding offensive football player based on:

- a. Decision of the coaching staff
- b. Season statistics, contribution to the team, and post-season honors.

G/B Golf: Presented to most deserving golfer. Consideration will be given number of medals, medal placement, season statistics, and leadership.

Girls/Boys Track: Coaches judgment in regard to leadership, accomplishments, team or individual records, attitude, years on varsity, points scored in competition.

Volleyball:

Offensive Player-This award is presented to an outstanding offensive player based on statistics provided from the season and the decision of the coaching staff. Factors considered are season stats pertaining to the most kills per game/season or the best kill efficiency per game/season and contributions to the team.

Defensive Player-This award is presented to an outstanding defensive player based on statistics provided from the season and the decision of the coaching staff. Factors considered are season's stats pertaining to the most blocks per season or the player with the most digs per season, contributions to the team, hard work ethic, and greatest effort on defense.

Most Improved-This award is presented to the player that shows the most improvements throughout the season, based upon effort, improved fundamental skills, awards, and contribution to the team. The team will vote upon this award.

Female And Male Weightlifter of the Year: Awards are presented based on a nomination and vote of the coaching staff. Each head coach nominates the top two lifters they had during their season if they incorporate weightlifting in their sport. The first nomination is worth 5 points and the second, 3 points. The student with the highest number of total points is the recipient.

Senior Boy Athlete of the Year: To be eligible for the Boy Athlete of the Year award the student must be a senior and have lettered in one sport during the high school career. A head coach and an assistant coach will rank each player from their sport on a point system (each coach will rank each senior boy 10-1) and the points are added. The person with the highest point total is the recipient of this award.

Virgil Swanson Memorial Girl Athlete of the Year Award: Any sophomore, junior, or senior girl athlete who meets the following requirements is eligible for the Virgil Swanson Memorial Girl Athlete of the Year Award. The head and assistant coaches for each sport rank the players for their sport on a point system and those points are totaled. The player with the highest point total receives this award. The requirements are

1. To have a "B" (85%) average
2. To have lettered in two sports during her high school career
3. To be participating in two sports in the current year
4. This excludes student managers who have lettered.

Schuyler Strider Girl Athlete of the Year Award: Requirements for selection are the girl must be a senior and have participated in at least two sports every year for all four years of her high school career. The award will be given to the girl who has earned the most varsity letters, most individual medals in state competition, most team medals in District and Conference competition, most team medals in State competition, and most recognition on All State, All Area, and/or All conference lists throughout her high school career.

Soccer Awards:

This is given in both girls and boys soccer. Players vote on the following: Most Improved, Defensive Player, Offensive Player, and Most Valuable.

Wrestling:

Most Pins: Greatest number of pins in a varsity competition.

Most Nearfalls: **Greatest number of nearfalls in a varsity competition.**

Most Takedowns: Greatest numbers of take downs in varsity competition.

Most Improved Wrestler:

- Improvement on winning percentage from previous year.
- Improvement from beginning of year to end of year.
- Adversity that was overcome during the year.

Wrestler of the Year:

- Most team points acquired
- District and State tournament
- Season consistency
- Season leadership
- Attitude and work ethic

Practice Session: An athlete may participate in only one team practice per day during a school day. Example: If varsity practices in the morning, then the members of the varsity may not practice in the afternoon of the same day. Exception: If "two a day" practices on non-school days such as the preseason practices in the fall.

School Colors and Insignia: Schuyler Central High School's colors are green and white. The school mascot is the Warrior. The Warrior is known for strength, agility, speed, and courage, and symbolizes the pride and spirit of Schuyler Central High School students as they represent the school in athletics and other activities.

School Lockers: All athletes will bring everything to the locker room that they need so that they will not be in the halls of the building after practice.

Social Functions: School dances are for students and their dates as well as for SCHS staff. Outside dates are permitted as long as these people are willing to conform to all school regulations. The STUCO Back to School Dance is one exception. Only students enrolled at Schuyler Central High School may attend the back to school dance. Students will be admitted

during the first hour of the dance, and are expected to stay until the end of the dance. Once students choose to leave, they will generally not be re-admitted to the dance. Activities held during the week shall end by 11:00 p.m. School dances will be scheduled from 7:30 p.m. to 11:30 p.m. on weekend dates or 12 a.m. if the dance is held on a Friday night. A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation. Each person that attends the dance will be subject to a Breathalyzer.

Homecoming: To be eligible for Homecoming royalty the following criteria must be met.

*Senior Status – individual must be a full-time student and have 180 credits or more and be a 7th semester senior with a cumulative G.P.A. of 2.5 or higher.

*Junior Status – begins August 1 of that year

*Participate in minimum of **TWO** of the following school sponsored activities during **junior year** and completed in good standing.

*2010 – 2011 – Two activities rule begins
 **Eligible activities sponsored by the school

Cross Country	Wrestling	Music
Football	Girls/Boys Golf	Play Production
Volleyball	G/B Soccer	Speech
Softball	Track and Field	Cheerleading
Basketball	Journalism	Dance Team

*No ISS, OSS suspensions during their junior year through the completion of Homecoming.

*Alternative Ed students are not eligible for royalty. (Credit Recovery is not considered Alt. Ed.)

*Beginning August 1 of student’s junior year no violations listed below may occur.

1. Any alcohol, drug, tobacco, or criminal activity related infraction of school rules or state or federal laws;
2. Student may not be under the supervision of any state or federal court or pretrial diversion program, or have been adjudicated to be guilty in federal, state, district, or juvenile court.

First Round of Voting

The first step of voting is conducted by the S-Club (which is our letter-winner’s organization), National Honor Society, and Student Council.

Voting will be conducted online through Infinite Campus and Infinite Campus will count the ballots automatically. The first vote selects ten royalty candidates (five boys and five girls), each of whom will write a short biography to be printed in the local newspaper.

Second Round of Voting

The second step in selecting our Homecoming royalty is done by popular vote, with all students and staff eligible to vote on the ten remaining candidates.

Voting will be conducted online through Infinite Campus and Infinite Campus will count the ballots automatically.

**The administration reserves the right to make special exceptions to the guidelines as they see fit due to unforeseen circumstances.

STUDENT FEES

Extracurricular and other	General Description of	\$ Amount of Fee (Anticipated or Maximum) <u>or</u>
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programs	Fee or Material	Specific Material Required																		
Athletic Programs																				
7. Admission	Spectator fees for admission to events	\$4.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA.																		
8. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
9. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1"> <thead> <tr> <th>Activity</th> <th></th> </tr> </thead> <tbody> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag & clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Etc.</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> </tbody> </table> <p>Volleyball Volleyball knee pads Wrestling Wrestling shoes Cheerleading and Dance Team Squads Shoes, approved uniforms (top & skirt; jacket, etc), pom-poms and other accessories</p>	Activity		Basketball	No additional	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Etc.	Dress attire; copies of research	Track	No additional
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Soccer	Soccer shin guards																			
Softball	Softball glove																			
Speech/Etc.	Dress attire; copies of research																			
Track	No additional																			
Travel meals	Meals	Students are responsible for their own meals while traveling.																		
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																		
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories for their own uniforms. The school will supply uniforms for the marching band and choir robes; students required to have uniforms and robes cleaned.																		
Clubs/Organizations																				
Future Farmers																				
(FFA)	State & national dues, meals and activities	Annual dues not to exceed \$14.00 per club.																		
Future Career/																				
Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$15.00 per club.																		
National Honor Society	State & national dues, meals and activities	No annual																		
Science and Math Club	State & national dues, meals and activities	Annual dues not to exceed \$2.00 per club.																		
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$5.00 per club and partial registration fees.																		

Social & Recognition Activities		
School plays, musicals, and social activities	Admission to events	To be announced
School dances	Admission to prom, homecoming, etc.	To be announced
Class dues		Each of the four secondary classes may assess its members an amount annually for rental, fee for band or DJ, yearbook, and decoration of dance facilities. Students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school-sponsored trips where the trip is an extracurricular activity.
If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.		

Trips: Activity participants travel to and from out of town events as a unit. Exceptions to this rule will be made rarely and must be approved in writing and verbally by parents to a school official. A student will only be permitted to travel apart from the team or organization when that student's parent/guardian specifies all alternate travel arrangements (time, vehicle, driver, etc. info) to the satisfaction of the coach or sponsor.

Learning Strategies for successful learners

SQ3R

This a study method that was created during World War II when a group of young men had to complete the training courses very quickly. Study methods that don't work, are not used for such a long period of time. This method was designed to help students to understand difficult material, concentrate better, and remember longer. It also helps you do all those things more efficiently.

This method has 5 steps. Each letter stands for one of the steps.

S = Survey

Q = Question

R = Read

R = Recite

R = Review

Survey: To survey you should quickly:

Read the introduction for the chapter.

Look at pictures, maps, and charts or graphs.

Look at headings and subheadings, italicized words or words in a different color.

Look at any summaries and review questions for the chapter.

Question: Always question before you read. The Question step establishes the purpose for reading.

Use the title to make a question

Ask yourself, "What information is important in the introduction and conclusion?"

Use the headings and subheadings to make questions.

Use captions to make questions.

Read questions at the end of the chapter or after subheadings.

What did the teacher say about this chapter and why we are reading it?

What do I already know about this subject? What do I want to know when I finish?

Read: Reading is a complex skill. When you read, you must do more than look at letters and words. If you survey and question BEFORE you start to read, you will read more efficiently and effectively. You will understand and remember better and you will be able to finish the assignment faster.

To read effectively and efficiently:

Look for answers to the questions you had while you did the survey and question steps

Look for answers to the questions from the beginning or end of the chapter or from questions the teacher gave you.

Read all the captions under pictures, graphs, tables, and charts again.

Carefully read all the words and phrases that are underlined, in italic or bold print or in different color ink.

Carefully study the graphic aids in the chapter. Graphic aids are charts or pictures.

When there are difficult parts, read slower.

Stop and read parts again if you don't understand.

Recite: Recite means to review what you have read. You should recite immediately after you read.

Research shows that students usually forget 80% of what they learned from reading within two weeks after they read the assignment.

There are three ways you can recite:

Oral---talk to yourself and say aloud the important things to remember. Oral recitation involves seeing, saying and hearing which is triple strength learning.

Notes---write down what you need to remember. Write the important information from the book in your own words. Do the notes AFTER you read, not while you read.

Underline---if it is an article or paper or book that you own you can underline or highlight important parts.

Do not underline or highlight in the books that belong to the high school.

Don't underline or take notes during the read step.

Recite immediately after you read for the best results.

Review: The review step changes newly read information into learned information. Most students do some form of review before a test, but **research** shows that you forget most of what you read and study within ONE DAY. So, the first review should be from 12 -24 hours after you study.

To review effectively:

Look through the chapter and review the important information.

Read your notes or information you underlined.

Review the information for a few minutes on several different days so you don't have to study everything the night before the test.

Make a review schedule and follow it.

Practice your flashcards during the review times.

Note taking and outlining

Note-taking means to write down the important ideas and a few details and do not write too much.

Two reasons to take notes:

1) To help you learn the information when you **hear** it or **read** it.

2) To provide you with information and to help you review and study for a test.

To be successful at note-taking you should:

Read and listen with a purpose

Identify important words and phrases

Listen for clues, words that help you understand

Organize your information

Methods of Note-taking (These are on the power point, slides 4-20).

Cornell or split-page method

Formal outline

Informal outline

Graphic organizers or mapping

Using a laptop computer to write notes

General Guidelines for Taking Notes

During the lecture or while you read, concentrate

Avoid distractions

Think about what you read or what the teacher says

Try to put the information in your own words

Write so that you will know what your notes say in a week, or a month

Take notes with a pen instead of a pencil

Use the method that works best for you

Mark important vocabulary words in some way

Learn to use abbreviations and symbols so that you can write faster

Do not copy ALL the information in a chapter

You don't need to write down information you already know

Write what the teacher writes on the board

Leave spaces for information you might add later

Read your notes as soon as possible after you write them, add information if necessary. Ask a teacher or another student if you don't understand some part of your notes or it seems as if information is missing

Read your notes again before class the next day.

Test taking

General Test Guide

Plan for success; plan to do well and have confidence.

The more prepared you are the less anxious and nervous you will be during a test.

Research shows that some sleep after studying helps retain information.

When studying, give it all of your concentration.

Look over the entire test before you begin and allocate your time wisely.

Read instructions carefully. If you do not understand ask your teacher for clarification.

Answer the easy questions first.

Always guess even if you do not know the answer - as long as you do not get penalized for guessing.

After you have answered the questions you know best, then attack the questions that are worth the most points.

After you are done, leave yourself enough time to review the test. However, be careful of changing answers; often your first gut response is correct.

Learn from your tests. Find out what you did wrong so you can learn how to improve on the next test.

Reward yourself. If you studied hard, and did all the right things, then do something good for yourself as a reward.

Fill in the Blank

Never leave them blank - guessing is appropriate unless told otherwise.

Look for key terms in the questions before and after the one in which you are struggling. There may be some clues.

Skip the difficult ones until later. Answer these last but do attempt to do them all.

Short Answer-- One-Sentence Responses

All of the same rules as above.

Assume the teacher knows nothing of the subject; therefore make your answers *clear and as detailed as possible*.

Multiple Choice

Always mark something unless you are told you will be penalized for guessing.

Use a process of elimination for difficult questions.

Do the easy ones and then abandon the difficult ones. Come back to these later.

Your first gut response is your best bet.

If you have no idea what the answer is, or you do not even understand the question, then try the following:

Pick the longest answer

If it is an all of the above question -- pick it especially if it is the first time on the test, or there are two correct answers in the four choices given

When in doubt select B or C (from the middle). Of these two pick the longest answer

True and False Questions

There are certain words to watch for; they are called qualifiers. These are words that cause absolutes — e.g. all, always, never, every, none, no only, etc. If these appear on a test then they are likely (but not always) to be FALSE. .

There are some qualifiers that indicate a TRUE response. If a passage has words such as, certain, generally, most, some, often, sometimes, or usually then they are likely to be TRUE.

In order to be a TRUE statement, the entire sentence, or passage must be true. If any part of it is false, then the entire thing is FALSE.

Matching

Read the directions carefully, and read the entries carefully.

Count to see if there is the same number of answers as matching terms. Sometimes the test makers throw in more answers than matching terms.

Work with one column as your focal point. It is confusing going back and forth. Some people like to use the answers as the guide to match the terms.

Cross out the answers and matching as you go.

Essay Exam Hints

Read over the entire exam. If any previous questions relates to the essay question later in the test be sure to write it down, or underline the item for reference.

Look for the key essay words in the directions. Be sure you understand the directions before you begin.

Organize your time, so you have time to organize your essay. The general rule is one fourth of your writing time is spent in organizing your answer.

Before you start writing, organize a brief diagram or outline to address all the requirements of the essay directions. Use this diagram/outline as your guide to essay writing. Good essay test answers are concise, well organized, and informative.

Also, if you do not have time to write a full essay, creating a well-organized outline may give you some credit (only if you are running out of time).

Explain details the best you can. Too often the students answer questions with vagueness, assuming the teacher knows what the student is trying to say. Do not assume. Rule of thumb; pretend the teacher doesn't know anything and you need to make it clear.

Never leave an essay question unanswered. An unanswered essay question will always get you zero points. A badly written, slightly off-topic answer may get you a few points if you make an attempt to discuss something about the subject. Something is better than nothing.

Time Management

Identify Obligated Time

- Fill in your classes.
- Fill in hours you may work.
- Fill in the time it takes to get ready and travel between home, school, and work.
- Fill in other regular appointments, church etc.
- Fill in a lunch and dinner break. Include time for food preparation when applicable.
- Establish a set time to go to sleep and to get up in morning.

Identify Free Time

- Assign time for studying for **each class**.
- Allow 3-4 hours for each hour spent in class per week.
- Try to study for classes on the days they meet.
- Use large blocks of time for major tasks, smaller blocks for reviews.
- Schedule regular breaks and rewards for completing a task – don't marathon study.
- Schedule fun events – recreation, watching television, going out with friends.

Analyze Your Situation

- Have you found any "hidden time" you didn't know you had?
- Is there enough time available to study for all of your classes?
- If your schedule cannot accommodate all the demands on your time, see a counselor.
- If your schedule looks reasonable, then stick to it!

Study Guide and Strategies web site (this is a very good site): <http://www.studygs.net/>
(This site has a link button on the SCHS home page)

Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 AM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 Midnight							