

SCHUYLER MIDDLE SCHOOL



2011-2012 Student-Parent Handbook

**“Home of the Warriors”
Full Handbook on-line at
www.schuylercommunityschools.org**

Schuyler Middle School

(Fourth through Eighth grade)

200 W 10th Street

Schuyler, NE 68661

402-352-5514

School Hours

8:00 a.m. — 3:30 p.m.

Administration

Stephen E. Grammer-Principal 4-8/Rural Schools Principal

Jason Cline – Assistant Principal 4-8/Asst. Activities Director

“Knowledge-like the sky-is never private
property. Thus teaching is the art of sharing.”

-Abraham Heschel,
Educator

We hope that our students and their parents will have a most productive and pleasant school experience. A close working relationship between the home and the school can do much to develop proper attitudes that will insure each child’s happiness and success in school.

Mission Statement

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

Visitors

All visitors need to check in with the office immediately after entering the building. Parents are extended an open invitation to visit their school at any time. Only the north door at West Ward will be open during school hours. Calling ahead of time to confirm a visit is preferred. A short visit is highly recommended as opposed to spending a full day. This allows the parents to see their child in their natural setting without putting unneeded pressure on their own child, other students, or the teacher. In the event an emergency arises and you must confer with a teacher and are unable to make an appointment, please wait until the teacher is on a break or students have been dismissed so as not to disrupt the classroom.

Change of Address/Phone Numbers/Residency Verification

Parents are requested to notify the Middle School Office whenever there is an address, a home telephone or a work telephone number change. At the time of enrollment, parents/guardians will have to verify residency within our district by filling out the District Residency Form. The information provided on this form is vital for the safety and well being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness.

Withdrawals

Students moving from this school district are to report to their teacher before checking out. Parents should give the school advance notice, when possible, when they are about to transfer. The parent/guardian will need to stop in the office and sign a release form so records can be transferred. Students are to return all school district property and pay all bills before leaving. After all obligations have been met, records will be sent upon request.

Telephones

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

Reporting to Parents



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 students grade level and also district wide. The ShoutPoint message system will allow information to be sent concerning 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.

Achievement Tests

Each spring, the school administers a norm reference tests and state assessments to students in grades 4-8. Terra Nova tests are now given in the fall. State Assessments are given in reading, math, and science. The purpose of this testing has several reasons:

1. To be in compliance with state guidelines.
2. To help make placement decisions about students.
3. To provide for continuity in the educational experience.
4. To interpret the effectiveness of the school's educational program against state and national norms.

Parent/Teacher Conferences

Parent/Teacher conferences for 4th through 8th grade will be held during the first, second, third, and fourth academic quarters. Conferences are an opportunity for parents and teachers to both share positive things they see in each child and build on those concepts as a way of helping the child. Conferences will give us the opportunity to discuss your child's progress and accomplishments. Conferences for sixth through eighth will be held in the middle school gym and fourth through fifth in their classrooms. Times for conferences will be 4:00 – 8:00 pm on the Thursdays and 8:00 a.m. – 12:00 p.m. for the Fridays.

Report Cards

Assessing and reporting student progress serves as a means of establishing communication among the school, the student, and the home in the interest of providing feedback and guidance to maximize personal growth and development. Report cards are issued to each student on a quarterly basis. Report cards are given to parents (4th – 8th) during conferences, which occur at the end of each of the quarters. Parents who do not attend parent-teacher conferences, those students will have their report cards mailed to them.

Deficiency Reports

Deficiency reports are mailed to parents of students in grades 7-8 who are in danger of failing or who could make marked improvements in the work they are doing. Some type of parent contact will be made for students in grades fourth through sixth (academic plans). These are mailed out near the middle of a grading period. A deficiency report is not necessarily a requirement to precede a failing grade

Reports of failing grades of any 7th or 8th grade student will be collected on a weekly basis throughout the school year. Any student failing two or more classes during one week will be considered to be on a “warning week,” and must improve one or both of the failing grades to passing status by the Friday of that week or he/she will be declared academically ineligible to publicly represent SGS as a member of a team, organization or activity for a period of one week (the consecutive Monday through Sunday). Continued failure of the same class(es) may result in the assignment of additional study time with teachers immediately after school.

7th & 8th Graders-If a student fails a course(s) the first semester, he/she may set up a contract for the course failed. This contract must be signed by the student, parent, and teacher. If the student completes all class work assigned in the contract, he/she will avoid attendance during the special summer session for the specific course. If the contract work is not completed, he/she must attend summer school to avoid possible retention. If a second semester course is failed, summer school would be required.

Grading System

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

Fourth through Eighth grade will use percentage grading with the following exceptions: music (grades 4-6); art (grades 4-6) and physical education (grade 4-6).

Curriculum (7th & 8th)

Seventh Grade:

Two Semesters: Math, Pre-Algebra, English, Science (life), and Social Studies (Canada-Latin America)

One Semester: Physical Education and Reading

Electives: Band, Vocal Music, Art, Computer Literature, Family and Consumer Science, Industrial Technology, Yearbook

Eighth Grade:

Two Semesters: Math, Pre-Algebra, English, Science (earth), and American History

One Semester: Physical Education and Reading

Electives: Band, Vocal Music, Art, Computer Literature, Family and Consumer Science, Industrial Technology, Yearbook, and Beginning Speech

Homework

This school year we will be utilizing a new program called the Homework Zone. Homework is an investment in a student's education. It not only provides teachers with necessary feedback, but also provides the students with the opportunity to demonstrate the skills and knowledge they have acquired. Homework is an essential part of the learning process. The purpose of the Homework Zone is to provide students with a safe place to complete homework while increasing student success through higher achievement and by reducing missing student work. Homework Zone will eventually take the place of students receiving multiple PASS Plans and being in ISS for several days. Homework Zone will not give the students a free pass with no consequences, but rather a positive place where students can ask questions, get extra help and complete missing assignments. The completion of assignments will be monitored daily and students with missing work will be assigned to Homework Zone for that week. Homework Zone will be every day after school from 3:30 – 4:30 p.m. We understand the imposition we are making on our students' "free time," but we hope everyone can see the high priority assignment completion must have for all of our students. Each incomplete assignment would be written up for the Homework Zone with an immediate consequence of staying after school. During the "Zone time", a student will work on missing assignments and do a problem-solving with the counselor. Three incomplete assignments in one day will result in a verbal warning from administration and the homework zone coordinator will write up a PASS Plan. A second day of three or more missing assignments, a second PASS Plan will be written and a parent meeting with student and teachers. A third PASS Plan for missing assignments will result in one day of ISS and another parent meeting. Each quarter the PASS Plans will start over.



Honor Roll

"A" Honor Roll-average of all academic subjects is at a 92.5% or better. "B" Honor Roll-average of all academic subjects between 84.5% and 92.4%. A student cannot receive any grade below 77% to qualify for either of the above honor rolls. Only students in grades seventh and eighth are eligible for either Honor Roll.

Academic Collaboration Time (A.C.T.)

This is a new program for this school year. The A.C.T. is in the middle of the day for a half hour. It is a time for teachers to work with students to become organized for the end of the day; work on standards that our students need extra time for; a time for students to go to other teachers to receive additional instruction; a time for teachers to develop a personal relationship with their students by checking on their grades, attendance, and discipline referrals.

Community Service Program-SMS Volunteer Program

The MS Volunteer Partnership (MVP) program helps foster an understanding of the need for respect, responsibility, citizen-ship, and volunteerism. The purpose of the program is to pro-mote awareness of an individual's investment in the com-munity, to encourage positive citizenship, and to build relationships within the community. The MVP program will be an Exit Outcome of the Schuyler Middle School. The MVP program will be measured in terms of documented volunteer time. A student will receive **1 credit for each hour of volunteer service** as approved by the school. An eighth grade student must earn up to 20 credits to complete the exit out-come requirement. The hours must be earned within Schuyler and the Colfax County area. A list of possible volunteer options is available from the middle school office. A student must establish his/her own volunteer experience (s). A student may obtain volunteer hours for special events within the community (i.e., summer school, vacation bible schools, church events, scout camps). A student must earn their volunteer hours anytime outside the regular school day (i.e. summer, after school, vacation days) beginning the summer before their eighth grade year. No hours can be earned from Schuyler Middle School or Schuyler Central High School extra-curricular activities except with permission from administration for special events.

Administrative Procedures

1. If there are any problems with the placement at anytime, the Principal has the discretion to change volunteer site and how many hours earned.
2. MVP hours for summer must be turned in during the first week of school. Hours earned during the year must be turned in by the Monday of the last week of school.
3. MVP forms will be made available through the middle school office. The form has to be filled out and approved by administration before the student can begin earning hours.
4. Each student will be responsible for submission of the forms to the Principal.
5. For the student whose initial enrollment occurs after the eighth grade year has started, the hour requirements will be prorated as follows:

1st Quarter– 20 hrs.;
2nd Quarter – 15 hrs.;
3rd Quarter— 10 hrs.; and
4th Quarter – 5 hrs.

Absences, Tardiness, and Truancy

I. Attendance Procedures

Regular, daily attendance at school is the responsibility of each student and his/her parents or guardians. In addition to the educational benefits, we try to instill in students good citizenship habits such as being punctual, assuming responsibility, and practicing self-discipline. These are lifelong skills that can be learned now and applied to situations later on in life. It is Schuyler Middle School's intent to emphasize to all students how very important good attendance and punctuality is, not only at school, but also in all facets of life. The following Attendance Policy has been adopted for all students at Schuyler Middle School. Please study this policy carefully:

1. All students will be allowed a maximum of 5 absences from school each quarter. **A student will be considered absent half a day, if he/she arrives after 9:15 a.m.** Students who miss more than 5 days will be required to attend the Homework Zone. Any absences beyond the fifth if related to illness/injury must be accompanied by a doctor's note or accompanied by a doctor's note excusing the student, absences when the school nurse/school official has sent the student home, and the day before and the day of a funeral attended by the student.
2. The **Nebraska School Law 79-201** requires that all pupils be in school during all days and hours that school is in session. Please call the school at 352-5514 before 9:00 a.m., if your child is absent. If parents do not contact the school, a school official will contact you to verify the absence, either by phone or visiting the home. The parent/guardian needs to call in to the school explaining why their child will be absent.

If the office does not receive a call from the parent or the Principal cannot verify the absence with a home visit, then the student will be considered truant.

3. If the parents or guardians know in advance that their child is going to be absent for consecutive days, they need to discuss the absences with the administrator in charge of attendance for that grade level prior to the student being absent.
4. Students are responsible to make up any work missed and to make arrangements with their teacher (s) to do so. If the student knows he/she is going to be absent for the day, the student needs to make arrangements for his/her school-work prior to the absence. If it is felt that students recovering from illness home are capable of working on assignments, we will provide the assignments after school. Since the gathering of make-up work materials takes some time and thought, we ask that arrangements be made when calling to report that your child is ill in the morning. Students will have twice as long as they were absent to turn all work into their teacher (s).
 - a.) At the time a student reaches **FIVE** or more absences from class in a quarter, a conference with the student, parent/guardian, and administration and letter to County Attorney.
 - b.) Under special and extraordinary circumstances a parent, teacher, administrator or counselor may file a waiver of the **5-day** absence policy. The waiver application should be a letter written to the administrator in charge of

attendance for that grade level. This letter should explain the reason the waiver should be considered and accompanied by any supporting documentation. Each waiver will be considered by the appeals committee on its individual merits.

The decision of the administrator is final.

Excused Absences

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

Absences-School Activity

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

Appointments During School Hours

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

Staying After School

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

II. Tardiness

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

Tardy to School

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

Third Tardy	Verbal Warning From Administration
Fourth Tardy	(1) Day Lunch Detention
Fifth Tardy	(1) Week of Lunch Detention
Sixth Tardy	(1) Hour Detention w/Administration. Parent meeting set up.

Tardy to Classes (2nd through 7th period)

The student is responsible for getting to his or her next class on time. The student is responsible for obtaining a pass from the teacher that was responsible for the student being tardy.

Third Tardy	Verbal Warning From Administration
Fourth Tardy	(15) minute Detention with teacher
Fifth Tardy	(30) minute Detention with teacher
Sixth Tardy	(1) Hour Detention w/Administration. Parent meeting set up.

III. Truancy/Unexcused Absences

Level 1:

First Offense- Make-up the time missed by serving (3) days detention & parents notified

Second Offense- Make-up the time missed by serving a day of ISS & parents notified

Third Offense- Make-up time missed by serving (2) days ISS. Parents will be notified for a meeting.

Level 2:

Fourth Offense- Student will be Suspended Out of School (1) Day and Letter sent to police and county attorney.

Fifth Offense- Student will be Suspended Out of School for (3) Days and Letter sent to police and county attorney.

Arrival and Dismissal

Arrival

1. Students should not arrive at school before 7:55 a.m. unless school personnel have requested them to arrive before that time. The school cannot assume responsibility for children who arrive earlier. The warning bell rings at 7:58 a.m. The class bell will ring at 8:00 a.m. to start the day.
2. Students cannot enter the building before 8:00 a.m. unless they have a pass/note from a teacher or parent. The teacher on duty will admit students in 7th grade and 8th grade into the building at 8:00 a.m., and then the students must be seated in the lunchroom.

3. Students are not to play on the equipment or play games while waiting to come inside.
4. When students enter school property, they are to go directly to their designated areas. They may not short cut through the building to get to the playground. Students in grades 7th and 8th congregate on the south side of the building. Students in grades 4th and 5th are required to stand in their designated lines on the playground. Sixth grade students must stand in their designated area. Students must go to and remain in their designated lines or areas as soon as they arrive and until they are permitted to enter the building.
5. When the bell rings, the playground supervisors will give the students permission to enter the building. When the students enter the building, they are expected to use quiet voices. They should go directly to their lockers and then to their classrooms.



Cold Day or Rainy Day Procedures:

The supervisor on duty will inform the students if they are to come inside. On days that the students come inside, they shall be seated in the following locations

- | | |
|-------------------|--|
| Fourth: | Enter using west door of the west wing hallway and sit in front of the third and fourth grade lockers. |
| Fifth & Sixth: | Enter using south door of the west wing hallway. Fifth graders will sit in front of the fifth grade lockers. Sixth graders will sit in the commons area. |
| Seventh & Eighth: | Students will be let into the gym. |

Dismissal

All students must leave school property by 3:30 p.m. each day. The school cannot assume responsibility for children who remain on school grounds after dismissal. Students are not to be on the playground after 3:30 p.m. If students are in the building after 3:30 p.m., they must be under the direct supervision of a teacher/coach. Students are **NOT** to be out of their designated areas once they leave the building, but are still on school property. Parents should make an effort to drop off and pick up their children relative to where their children enter/leave the building each day. Students are not permitted on any of the playground equipment after school until after 4:00 p.m.

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

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

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

Disciplinary considerations will be made according to the students' best interests and correction of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered. In other extreme situations, a student may be suspended or expelled from school by the administration on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school or state policies. The common goal of students, parents, faculty and administration of Schuyler Middle School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Schuyler Middle School will continue to review and revise the ten point plan.

Part 1 Minor Infraction Referral (MIR)

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

Part 2 Office Referral (OR)

If a student receives an Office Referral (OR), they will begin earning points on the ten point plan. They receive one point for every day they serve in In-School Suspension (ISS) or Out of School Suspension (OSS). A student, depending on the severity of the infraction, may receive any where from one day ISS to ten days OSS. Once the student has received up to six points on the ten point plan, there will be a parent meeting set up between parents, student, administration, counselor, and teachers. At that meeting, we will review the students discipline record, attendance, and grades. Upon completion of that meeting, a student can start earning his points back. Every five days they go without a referral, they earn one point back. It is possible to earn points back and get back to zero points. Zero points is the base line where the students need to be.

The following process will apply to short-term suspensions:

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

A Long-Term Suspension is:

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

An Expulsion:

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

Special Education Students (Supplemental Procedures):

In cases where a special education student may be suspended for a long-term period or expelled, a staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is a result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspend for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Credit for School Work During Suspension

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



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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner

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

shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

16. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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

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

Additional Student Conduct Rules:

Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Student Appearance Policy:

Students at Schuyler Middle School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

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

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

In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

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

2. Body Piercing Jewelry and Tattoos Policy:

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

Students shall not be permitted to wear body-piercing jewelry while at school or while participating in a school function. This prohibition applies to all parts of the body other than the ear. A student who is observed wearing prohibited jewelry at school shall be required to remove it. If the student refuses to comply with the directive, or violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriated by the school administration in light of the particular situation. Consequences may included, but are not limited to, detention, in-school suspension, out-of suspension and expulsion. Piercing of the ears by both males and females has become a generally accepted practice in society, and a practice which typically does not disrupt the educational environment or pose the health-related risks of other forms of body piercing. This policy does not prohibit the adornment of the ears with jewelry, other types of attachments connected to the ear by piercing or clasping, or piercing motivated by legitimate religious practices. However, if the presence of jewelry on the ear creates a distraction to the educational process, the student will be required to remove the jewelry while at school.

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

3. Bullying Policy:

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

4. Harassment

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

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

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

5. Gang Related Activity

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

Step 1-Asked to remove

Step 2-1 hour detention with notification to parents

Step 3-Suspension from school and possible law enforcement notification

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

6. Personal Communication Devices:

Students who have personal communication devices during school hours and cause disruptions will have the communication devices confiscated. All communication devices must be kept in their lockers and turned off at all times. This includes radios, iPods/Touches, CD players, MP3 players, portables TVs, cellular phones, pagers, beepers or any other devices deemed unnecessary for school. Student use of cellular phones and other personal communication devices will not be permitted on school grounds before school, during class time, assemblies, pep-rallies, passing

time between classes, etc. and after school. Students must leave school grounds in order to use personal communication devices. The following consequences will take place if any communication device is visible and/or in use during prohibited times:

- First offense - The communication device will be confiscated and only returned to a parent or guardian. Minor Infraction/Discipline Referral written up.
- Second offense - The communication device will be confiscated and only returned to a parent or guardian. Minor Infraction/Discipline Referral written up.
- Third offense - The communication device will be confiscated and not returned until the end of the school year. Minor Infraction/Discipline Referral written up.

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

7. Specific Rule Items:

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

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

8. Dating Violence Prevention

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

Dating violence is defined as a pattern of behavior where one person uses, threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or

her dating partner. Dating partner means any person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term. The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. (Legal reference: Neb. Statute 79-2, 141.)



9. Network, E-Mail, Internet and Other Computer Use Rules

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

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

REGULATIONS-Internet access is available to SMS students and staff for educational use. Students may be provided access to specific resources available on the Internet within a supervised classroom environment. Please understand, however, that it is impossible to restrict access to every controversial item.

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

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

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

A copy of Schuyler Middle School's guidelines and Acceptable Use Policy for the Internet are provided so that all will be aware of the responsibilities which accompany the privilege of use. Please read it and thoroughly discuss the guidelines for use with your child. We ask for your support in developing

responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the SMS computer network. The terms and conditions of this privilege require ethical utilization of network resources. If a user violates any of these provisions, future access may be denied.

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

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

All board policies and school regulations apply to the use of the network to support the educational goals of this institution. When SMS incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

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

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

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

Reporting Student Law Violations

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Schuyler Middle School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (i) Knowingly possessing illegal drugs or alcohol.
 - (ii) Assault.
 - (iii) Vandalism resulting in significant property damage.
 - (iv) Theft of school or personal property of a significant nature.
 - (v) Automobile accident.
 - (vi) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Interrogations and Searches

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

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

Questioning of Students by Outside Agencies

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

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

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

Positive Behavior Supports

Discipline and classroom management is vital to providing a classroom environment which is conducive to learning. But, along with discipline SMS is also providing Positive Behavioral Supports (PBS) for students who do the right thing on a daily basis. The following are a few of the programs provided under PBS:

Incentive Days

Each student at Schuyler Middle School will have the opportunity to participate in an Incentive Day each quarter of our school year. In order to receive incentive day a student must maintain a 77% average in all classes, have zero points on our ten point discipline plan and follow the school policy on attendance/tardies. This means that if a student has 5 or more unexcused absences per quarter they will not be able to earn incentive day. The final incentive does have additional criteria in order to participate; fines and overdue books will result in a loss of incentive day if they are not turned in by a designated deadline.

Student of The Month

Each month one student will be recognized from each grade level, 4th through 8th. Students will be recommended by teachers at each of the grade levels during the last week of the month. Students will be recognized for good attendance, no discipline referrals or points on the ten-point plan, excellent academic behaviors, and good behavior in all of their classes. Students then have their name drawn from a hat at each grade level. The students are recognized with a letter from the Principal, a certificate, a t-shirt with a student of the month logo, a Pizza Hut gift card, a picture in the Schuyler Newspaper, and recognition at the monthly Board of Education Meeting.

Caught Ya Cards

Students may receive a "Caught Ya Card" at anytime during the school day and school year. Teachers and staff can write up a Caught Ya Card on a student for good test scores, no absences in their class, no tardies in their class, Good Deeds committed by the student during the day, completed tasks in class, and attendance/good behavior at activities. If a student receives a card, they receive a candy bar and the card mailed home to parents.

B.U.G. Recognition

Each quarter a student will be recognized from each grade level, 4th through 8th for raising their grades and GPA by 1.5 ratio. The student will receive a certificate and gift card from Subway recognizing this accomplishment of the student for raising their grades from quarter to the next.

Drugs, Alcohol and Tobacco

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal 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.

Drug and Alcohol Use and Prevention.

By this handbook, 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 Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations .

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

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

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

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

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

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

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

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

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

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

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

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

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

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

Authorized Use

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

Disciplinary Sanctions

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

Administration

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

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

Safe and Drug-Free Schools-- Parental Notice

Notice to Parents:

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

Smoke-Free Environment

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



Extra Curricular Activities

Activities

Boys are offered cross country, football, basketball, wrestling, and track. Girls are offered cross country, volleyball, basketball, track, and aerobics.

Arrival Time

Students are to leave the building immediately after school, unless under the direct supervision of a coach or staff member. Students may not return for the scheduled activity sooner than fifteen minutes before its scheduled starting time.

Academic Eligibility

Reports of failing grades will be collected on a weekly basis throughout the school year. Any student failing two or more classes during one week will be considered to be on "warning week". If a student continues to fail two or more courses, then they will be academically ineligible for that coming week. They must be academically eligible in order to publicly represent SMS as a member of a team, organization or activity for a period of one week (the consecutive Monday through Sunday). Continued failure of the class (es) may result in the assignment of additional study time with teachers immediately after school.

Attendance at School Activities

It is strongly urged that elementary students attending school activities be accompanied by adults for supervision purposes. It is felt that students of this age are not totally responsible unless supervised at such events.

Specialized Equipment or Attire:

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire:

- The participating student will provide equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, choir outfits, along with T-shirts for teams, band members.

- 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 specialized padding for football and/or any other specialized equipment used, will be provided by the student participant.
- Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. * Football mouth guard – District will provide only one.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Admission Fees:

There will be an admission charged at each activity at the middle school. Student admission at middle school activities will be \$3.00.

Behaviors at Extra Curricular Activities in the Gym

The following behaviors will be expected of all students of Schuyler Middle School:

1. All students will enter and leave the gym by using the southwest gym door only. The only exception is for the students who are participating.
2. Students may leave the bleacher area **ONLY** at half times and between games or matches.
3. Once the activity is over, all students are to exit the building **IMMEDIATELY** using the south entrance doors.
4. As soon as you enter the building for the activity, you are to enter the gym and be seated in the bleachers.
5. **PARTICIPANTS**—Once you leave the locker room you are to be seated **IMMEDIATELY** in the bleacher area, unless you are participating.
6. Under no circumstances is the north gym entrance to be used by anyone.
7. The weight room is off limits at all times.
8. Locker rooms are not to be entered by anyone except for the participating players. Once your game/match is over you are no longer participating.
9. **NO** students are permitted in the locker area hallway other than girls walking directly to and from the restroom. Plan ahead so that you will not need to go to the locker area.
10. **NO** horseplay of any type is permitted while seated on the bleachers. Only good sportsmanship-like cheering is permitted.
11. Hats should be removed during the National Anthem.

Students will **NOT** be allowed to practice or participate if in ISS or OSS. If they are in detention they will be allowed to practice, but not participate.

PENALTY:

The student will be asked to leave the building immediately and will not be permitted to attend the any more activities during that season. This could be

a player not adhering to the above rules!

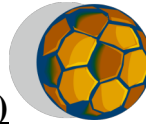
AWAY GAMES: Students are expected to adhere to the same rules/expectations at away games. Continued misbehavior on a school bus or at an away activity by a student will result in that student not riding the bus and/or attending away activities.

Eligibility to Participate

Before a student can participate, this includes practice, he/she must have completed the following and have them on file in the office (It is the coaches responsibility to make sure participants are eligible.):

1. Current Physical Examination Form
2. Signed Participation Agreement
3. Signed Parent/Guardian Permission Form
4. Signed Athletic Insurance Coverage— School or Personal Insurance

If a student has not completed the above requirements, he/she must be in attendance (observing only) to avoid an unexcused absence. Three days of only observing will equal one unexcused absence.



Track Meets (Elementary 4-6)

Elementary track meets are held in May for grades 4-6. The meets are designed to be fun for the kids involved. Everyone will receive a ribbon and many kids will win additional ribbons. Many races are run in heats. If a student places in the heat race, it does not guarantee winning a ribbon. Times of all the heat races are compared to determine the final standings for the events. The fastest three times will be the ribbon winners.

DROP FORM

If a student chooses to no longer participate in an activity or is no longer eligible to participate he/she must have one of the following forms returned to the Athletic Director's Office.

Permission To Drop Extra Curricular Activity

I wish to discontinue participation in the following extra curricular activity:

Participant: _____ Date: _____

Activity: _____

Reasons:

Teacher/Coach _____

Parent/Guardian_____

Extra Curricular Activity Drop Form

_____ is no longer eligible to participate in
_____ for the following reason(s):

Please sign below as acknowledgement of the above and return this form to the
Principal's office by _____.

Student_____

Teacher/Coach_____

Parent/Guardian_____

Field Trips

Part of the educational program of the school includes learning activities that take students away from their regular meeting place by transportation. These activities often cannot be duplicated in the regular classroom and provide students with valuable education, musical, cultural or artistic opportunities. Such trips are made only with the written permission of a parent or guardian. These educational excursions are scheduled by the teaching staff. All field trips begin and end at the school and are normally scheduled during school hours. Field trips require detailed planning, and teachers will send home basic information regarding the experience, including any fees for lunch or admission. All field trips are supervised by classroom teachers. Students who do not have parent permission to attend a field trip will be expected to attend school. An alternative educational activity will take place for students not attending the field trip.



Health, Accidents, Illness and Medications

Under no circumstances should students leave the school without permission from the nurse or office. Students cannot on their own decide to go home. Students are not to call their parents/guardians unless the nurse or office has been notified first.

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

Accidents

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of each injury. If a child is injured, the school will make every effort to notify the parent or person to be contacted in case of an emergency. If the school is unable to contact a

parent/guardian, emergency numbers provided by parents/guardians will be used. It is important that these numbers be kept current. No child will be sent home unless contact is made with the parent/guardian or emergency contact. In the case of an accident of a serious nature, a rescue unit will be called immediately.

Asthma and Allergic Reaction Protocol

The district has adopted and implemented the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. Copies of Schuyler Grade School's protocol can be requested from the school nurse. The regulations that have been established comply with the Nebraska Department of Education rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Both schools will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. The parent(s) or guardian(s) of a student of minority age must request a waiver if they want their student NOT to receive emergency treatment under this protocol.

Child Abuse and Neglect

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

Exclusion from School

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

- A. Contagious diseases such as chicken pox, measles, mumps, pinkeye, etc.
- B. Skin eruptions or suspicious rash
- C. Vomiting
- D. Abnormal temperature
- E. Head lice-Children may not return until appropriately treated and no eggs (nits) are left in the hair.

Immunizations

According to state law, all children must have up-to-date immunizations in order to attend school. The list of immunizations includes: chicken pox, measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, and Hepatitis B.

By state law, immunization requirements may be waived only by (1) a written statement by parents or legal guardian for "sincerely held religious beliefs," or (2) a statement signed by a licensed physician stating that immunizations are under way or that immunizations would be injurious to the health of the student or any member of the student's household.

Insurance

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

Medical Emergency Authorization Form

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

Medications

If it is necessary for a parent to send medication to school for a student to take during school hours, the medication must be accompanied by written instructions signed by the parent and in the original container from the pharmacy. The medication and signed instructions should be taken to the nurse's office where it will be kept in a locked file. Neither aspirin or Tylenol will be provided by the school to be administered to a student.



School Nurse/Health Screening

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. The school nurse weighs and measures students at least once a year. The nurse also provides preliminary vision screenings. All kindergarten and seventh grade students are required by law to have a complete physical by a physician. All eighth graders that participate in sports will also be required to complete a physical before they are allowed to participate in any practices. The school nurse is at each of the buildings sometime during each day to check into cases of illness or injury. If you have any questions, you may contact her at West Ward (352-5514).

Staying Inside

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

Guidance

The Schuyler Middle School Guidance Department will provide counseling services to students in the areas of academics, social, and personal concern. The counselor will be working closely with teachers, parents, and administrators in attempting to meet the students' needs. Individual, group, and classroom guidance will be provided. Parents may contact the counselor at 352-5514.

The following programs are offered through the Guidance Department at SMS:

PEER

Peer is a leadership group offered to 8th graders only. The group will meet twice a month at 7:30 AM on Wednesday mornings. The group will do a variety of leadership activities, possibly be peer tutors to the lower grades at SMS, and participate in other activities under the direction of the school counselor.

All-Stars

All Stars is a nationally awarded program to prevent the onset of alcohol and drug use, violence, and premature sexual activity among youth. Seventh grade students at SMS will participate in the 12 week program taught by the school counselor. All Stars is a research based program that concentrates on four strategies that research says will decrease young people's chance of being involved in the above mentioned activities. Those four strategies are: 1) developing the belief that risky behaviors are not normal or accepted by the adolescent's peer group. 2) Cultivating the belief that risky behaviors do not fit with the adolescent's personal ideals and future aspirations. 3) Creating voluntary, personal and public commitments to not participate in risky behaviors. 4) Strengthening relationships between the adolescents and positive friendship groups and social institutions.

Teammates

The mission of the TeamMates Mentoring Program is to impact the world by inspiring youth to reach their full potential. TeamMates is a school-based mentoring program. This means the mentoring takes place in the school building during school hours. Every participating school building has a designated TeamMates coordinator to provide direct support and guidance for the mentors and mentees. Mentors meet their students one hour per week at the school during school hours. At SMS grades 4-6 are participating in the Teammates program, however once a match is made that student will stay with their mentor until high school graduation. Schuyler Middle School Teammates coordinators are Alejandra Dimas and Paula Kment; please call the school if you would like more information.

Library/Media Center

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

Lockers

A locker is provided for each student in grades 4th through 8th free of charge for his/her use during the school year. Students should keep books and other important items in them. Students should not give their combinations to **ANYONE** in order to avoid problems. Lockers maybe searched during the school year with just cause. It is the student's responsibility to keep his/her locker clean. The student is responsible for any damage to the locker. There will be a **\$5.00** charge for a different locker, if one is available. All book bags are to be left in the lockers and not carried in the rooms or hallways.

Searches of Lockers and Other Types of Searches

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

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

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

Safekeeping of Valuables

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for the other items which are in the students possession.

Lost and Found

A lost and found box is kept at both schools. If you have lost something, check the box as soon as possible. Items not claimed by December 20th or June 15th of each school year will be given to welfare agencies.

Safety

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

Bicycles and Skateboards

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

and roller blades are not to be used on school property. Students can carry their skateboards on and off campus and store them in their locker.



Buses

Students may be required to pay transportation costs pursuant to Neb. Rev. Stat. 79-241, 79-605 and 79-611. * Option and/or non-resident students.

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

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

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

Hallways

1. No running
2. Speak only if necessary and then in a very quiet voice
3. Keep your hands and feet to yourself
4. Walk on the right side

Playground

1. No throwing or kicking balls into students or against the building
2. Stop playing and line up IMMEDIATELY when the bell rings
3. Area west of the kitchen door, by the trash dumpsters is OFF LIMITS
4. One person at a time on the swings. No twisting, jumping off or climbing the support poles
5. No throwing of rocks or wood chips

6. If the ball goes off school property, ask the playground supervisor for permission to get it
7. For students' safety, do not play on or close to the bike racks
8. To avoid problems, students are not to bring balls and/or other playground items from home onto the playground
9. Play tag on the blacktop and not on or around the equipment.
10. No chasing or running on the equipment
11. Use the slides safely: one at a time---wait for the person in front of you to be off the slide, feet first, go down only
12. No balls beyond Banner Street
13. No tackle games
14. Students are not to bother neighboring property through the wooden fence or climb any playground fencing or stand on the board at the base of the fencing

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

Note: Days when school is in session and during school hours (8:00 a.m.-3:30 p.m.) only Schuyler Middle School students are permitted on the playground and on the playground equipment.

Safety Drills--Fire, Tornado, Etc.

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



School Cancellations

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

Class Parties

Party Invitations

Party invitations are an “out of school” activity and are to be delivered away from the classroom and playground. When invitations are distributed at school with some students being invited and other students not being invited, it brings into the classroom a social situation with which many children cannot cope.

Birthday Treats

Students may bring birthday treats as long as the first ingredient on the item is **NOT** sugar, corn syrup, shortening, lard or their equivalent. This requirement is part of the Wellness Policy for Schuyler Community Schools. In part, it is designed to decrease the childhood obesity rate. Home prepared foods will not be permitted in school for school consumption. In addition, birthday parties for students are not allowed in class. Please do not bring birthday cakes, only individually store wrapped items.

School Pictures

Students will have an opportunity to have pictures taken during the course of the school year. Parents will be offered a choice of different packages and prices. This is a service to our parents who wish to take advantage of this offer. Participation is optional.

Student Fees Policy

The Board of Education of Schuyler Middle School acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district’s students and their parents or guardians with guidance regarding the district’s position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

A. Definition:

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

B. Fees Authorized:

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- (1) Participation in extracurricular activities;

- (2) Admission fees and transportation charges for spectators attending extracurricular activities;
- (3) Transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, and 79-611;
- (4) Copies of student files or records pursuant to Neb. Rev. Stat. 79-2,104;
- (5) Reimbursement to the district for school district property lost or damaged by the Student;
- (6) Before-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104;
- (7) Summer school or night school; if not otherwise prohibited by IDEA, ADA or Section 504;
- (8) Breakfast and lunch programs;
- (9) Any other fee authorized by law.

C. Personal or Consumable Items:

The district requests students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, notebooks, assignment notebook, basic clothing, and similar personal or consumable items. Students are requested to furnish the following personal or consumable items for the listed grades, courses, and/or activities:

Students in grades fourth through eighth are requested to furnish items listed on the Suggested Class Supply List. A copy of the suggested class supply list may be obtained in the SMS main office. Fees for consumable materials and class parties are:

4 th Grade	\$5.00
5 th Grade	\$5.00
6 th Grade	\$5.00
7 th & 8 th	
Family & Consumer Science	\$10.00
Industrial Technology	\$10.00

D. Non-specialized Attire (Clothing):

Students shall be required to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

Appropriate shoes are required for physical education classes in grades fourth through eighth.

A change of clothes which includes a pair of shorts is required in physical education classes for students in grades seventh and eighth.

The District will provide or make available to students safety equipment that is required to participate in class. Such as:

- a. Appropriate industrial-quality eye protective devices for courses of instruction in Vocational, technical, industrial arts and art;
- b. Latex and/or other consumable gloves for vocational and Science courses.

E. Musical Instruments:

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that a musical instrument shall be provided without charge for any student who qualifies for free and reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

F. Student Record Copy Charges:

Students, their parent(s), and/or guardians shall be charged \$.05 per page for copies of a student’s files or records provided pursuant to Neb. Rev. Stat. 79.2,104.

G. Before and After-School or Pre-Kindergarten Services:

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District pursuant to Neb. Rev. Stat. 79-1104.

H. Summer School or Night School:

Students are responsible for fees required for participation in summer school or night school. Following is a schedule of fees required for participation:

Summer School	Middle School	\$60.00 per subject
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I. Breakfast and Lunch Program:

Students shall be responsible for items which students purchase from the District’s lunch program. The cost of the items to be sold to students shall be consistent with applicable federal and state laws and regulations. The price for breakfast will be \$1.25, reduced breakfast will be \$.30 and the price for hot lunch or salad bar is 2.00, reduced lunch will be \$.40. Breakfast for adults wishing to eat at SMS will be \$2.00 and lunches will be \$3.00. Students may be required to bring money or food for field trip lunches and similar activities.

J. Lost or Damaged Items:

Students will be required to pay the cost to replace any lost item and/or to fix any damaged items.

K. Other Items:

Charges for school memory books, school pictures, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, damage to school property and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

L. Public Hearing:

On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following 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 prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parent(s)/guardian(s), or if any other change is desired, a public hearing shall be held at a regular or special meeting of the board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parent(s)/guardian(s) as soon as is practicable.

M. Student Fee Fund:

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) summer school or night school. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

N. Fee Waiver:

Any fees to be charged or materials required to be provided shall be waived for the students who qualify for free and reduced-price lunches under the United States Department of Agriculture child nutrition programs. If you qualify and want to take advantage of the fee waiver, please contact the Superintendent's Office for appropriate papers to be filed.



State and Federal Programs

Notice of Non-discrimination

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

Anti-discrimination & Harassment Policy

Elimination of Discrimination: Schuyler Middle School 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 Middle School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Schuyler Middle School 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 Grade School. If a satisfactory arrangement cannot be obtained through the Superintendent of Schuyler Middle School, the complaint may be processed to the Board of Education. The supervisor, teacher, principal or the Superintendent of Schuyler Middle School will thoroughly investigate all complaints. The investigator may request that the individual complete the Harassment/Discrimination Complaint Form and turn over evidence of harassment or discrimination, including, but not limited to, letters, tapes, or pictures. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy. Inquiries may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156 or Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509, (402) 721-2444. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

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

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

placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

Notification of Rights Under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
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

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Staff Qualifications

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building.

The information will be provided to you in a timely manner. Finally, Schuyler Middle School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Student Privacy Protection Policy

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

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

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

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

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

Right of Parents to Inspect Instructional Materials:

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

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings:

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

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

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

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

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

building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

Definition of Surveys of Matters Deemed to be Sensitive:

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Breakfast and Lunch Program

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 toll free (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.”

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

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

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