Schuyler Community Schools
Board of Education Regular Meeting
Monday, August 12, 2024 6:30 PM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

Posting Locations:
- Schuyler Sun
- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date: 8/08/2024

Attendance Taken at 6:30 PM.

| | |
|---|---|
| Richard Brabec: | Present |
| Amanda Jedlicka: | Present |
| Chuck Misek: | Present |
| Dr Renee Sayer: | Present |
| Virginia Semerad: | Present |
| Brian Vavricek: | Present |

Present: 6.

I. Opening the Meeting

II. Call to Order

III. District Mission Statement

**STRIVE - COMMIT - SUCCEED - District Mission Statement**

**Schuyler Community Schools in partnership with parents, students, and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society - District Vision Statement**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public. Notice of this meeting was also given in advance to all members of the Board of Education

IV. Nebraska Open Meetings Law

This meeting has been preceded by advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the front of the meeting room.

**Nebraska Open Meetings Act:**
http://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct_current.pdf

V. Publication of Meeting

Posting Locations:

- Schuyler Sun
- District Office Building Front Door
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- Colfax County Courthouse

Posted Date: 8/08/2024

VI. Board Member Roll Call

VII. Pledge of Allegiance

VIII. Approval of Agenda

IX. Consent Agenda

Discuss, Consider and Take Action on the consent agenda. This motion, made by Brian Vavricek and seconded by Dr Renee Sayer, Passed.
Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 6, Nay: 0

IX.A. Minutes of the (date) meeting of the board

IX.B. Financial Report

X. Public Comment

XI. Discussion/Information Items

XI.A. 2024-2025 Activities Handbooks

To review, discuss and consider the 2024-2025 Activities Handbook.

XI.B. 2024 - 2025 Student Handbook

To review, discuss and consider the 2024-2025 Student Handbook.

XI.C. Review, discuss, and consider a 2% pay increase for all support staff.

This additional pay increase would bring the overall support staff pay raise to approximately 4.5% when combined with the movement on their pay schedule.

XII. Action Items

XII.A. 2024-2025 Activities Handbooks

Make a motion to approve the 2024-2025 Activities Handbook. This motion, made by Dr Renee Sayer and seconded by Brian Vavricek, Passed.
Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 6, Nay: 0

XII.B. 2024 - 2025 Student Handbook

Make a motion to approve the 2024 - 2025 Student Handbook. This motion, made by Amanda Jedlicka and seconded by Brian Vavricek, Passed.
Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 6, Nay: 0

XII.C. 2% pay increase for support staff to begin immediately.

Make a motion to approve the additional 2% pay increase for support staff to begin immediately. This motion, made by Dr Renee Sayer and seconded by Amanda Jedlicka, Passed.
Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee

Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 6, Nay: 0

XIII. Information Items: Reports

XIII.A. Superintendent

XIII.A.1. 1. The All-Staff Meeting is scheduled for 8:00 a.m. Monday, August 12th at 8:00 a.m. Board members are encouraged to attend.
2. An Open House for all schools will be held from 4:00 - 8:00 p.m. on Monday, August 12th. Please feel encouraged to attend any building's open house and visit with staff and administration.
3. Special Board Meeting on Monday, August 26th @ 6:30 p.m.
4. Legislative Update

XIII.B. Board Committee Reports

This committee is responsible for reviewing curriculum recommendations, textbook selection, requisitions/inventory, and instructional programs.

XIII.B.1. July 31st @ 6:00 p.m. - Budget, Finance, and Negotiations Committee

XIII.C. Schuyler Community Schools Foundation Report

XIV. Adjourn

Adjourned at 6:52 PM. This motion, made by Amanda Jedlicka and seconded by Brian Vavricek, Passed.
Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 6, Nay: 0

## *NEBRASKA OPEN MEETINGS ACT*

**84-1407. Act, how cited.**

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**Source:** Laws 2004, LB 821, § 34.

**84-1408. Declaration of intent; meetings open to public.**

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**Source:** Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.
**Annotations**

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. McQuinn v. Douglas Cty. Sch. Dist. No. 66, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. Marks v. Judicial Nominating Comm., 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. Grein v. Board of Education of Fremont, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- A county board of equalization is a public body whose meetings shall be open to the public. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

**84-1409. Terms, defined.**

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

**Source:** Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2; Laws 2021, LB83, § 11; Laws 2022, LB922, § 12.

**Operative Date: July 21, 2022**

**Annotations**

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. Steenblock v. Elkhorn Township Bd., 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. Nixon v. Madison Co. Ag. Soc'y, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of

having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. State ex rel. Schuler v. Dunbar, 208 Neb. 69, 302 N.W.2d 674 (1981).

- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- Although the Open Meetings Act does not define "subcommittee," a subcommittee is generally defined as a group within a committee to which the committee may refer business. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- The Open Meetings Act does not require policymakers to remain ignorant of the issues they must decide until the moment the public is invited to comment on a proposed policy. By excluding nonquorum subgroups from the definition of a public body, the Legislature has balanced the public's need to be heard on matters of public policy with a practical accommodation for a public body's need for information to conduct business. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- As an administrative agency of the county, a county board of equalization is a public body. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. State ex rel. Newman v. Columbus Township Bd., 15 Neb. App. 656, 735 N.W.2d 399 (2007).
- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. Johnson v. Nebraska Environmental Control Council, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**Source:** Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

**Annotations**

- There is no absolute discovery privilege for communications that occur during a closed session. State ex rel. Upper Republican NRD v. District Judges, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. Wasikowski v. Nebraska Quality Jobs Bd., 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. Grein v. Board of Education, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. Simonds v. Board of Examiners, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate

should be made should take place in an open meeting. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).

- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. Meyer v. Board of Regents, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or

(ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a

recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the

public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (2)(b)(i) and (2)(b)(ii) of this section.

**Source:** Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12; Laws 2022, LB742, § 1; Laws 2022, LB908, § 1; Laws 2022, LB922, § 13.
**Note:** The Revisor of Statutes has pursuant to section 49-769 correlated LB742, section 1, with LB908, section 1, and LB922, section 13, to reflect all amendments.
**Note:** Changes made by LB742 and LB908 became effective July 21, 2022. Changes made by LB922 became operative July 21, 2022.

**Cross References**

- **Intergovernmental Risk Management Act,** see section 44-4301.
- **Interlocal Cooperation Act,** see section 13-801.
- **Joint Public Agency Act,** see section 13-2501.

- **Municipal Cooperative Financing Act,** see section 18-2401.

**Annotations**

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." Steenblock v. Elkhorn Township Bd., 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. Alexander v. School Dist. No. 17, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**Source:** Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1; Laws 2021, LB83, § 13.

**Annotations**

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. Stoetzel & Sons v. City of Hastings, 265 Neb. 637, 658 N.W.2d 636 (2003).

**84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs

earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

**Source:** Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1; Laws 2021, LB83, § 14; Laws 2022, LB742, § 2.
**Effective Date: July 21, 2022**
**Annotations**

- If a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. Hauser v. Nebraska Police Stds. Adv. Council, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. State ex rel. Schuler v. Dunbar, 214 Neb. 85, 333 N.W.2d 652 (1983).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943,

and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. State ex rel. Schuler v. Dunbar, 208 Neb. 69, 302 N.W.2d 674 (1981).

- There is no requirement that a public body make a record of where notice was published or posted. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

**Source:** Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

**Annotations**

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. Schauer v. Grooms, 280 Neb. 426, 786 N.W.2d 909 (2010).

- Any citizen of the state may commence an action to declare a public body's action void. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. Wasikowski v. Nebraska Quality Jobs Bd., 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. County of York v. Johnson, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. Tracy Corp. II v. Nebraska Pub. Serv. Comm., 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. Box Butte County v. State Board of Equalization and Assessment, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. Witt v. School District No. 70, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. Alexander v. School Dist. No. 17, 197 Neb. 251, 248 N.W.2d 335 (1976).
- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).

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Source: http://nebraskalegislature.gov/laws/display_html.php?begin_section=84-1407&end_section=84-1414

Date: July 2022

Schuyler Community Schools
Board of Education Regular Meeting
Monday, August 12, 2024 6:30 PM
Schuyler Community Schools Board Room
2023 Colfax St
Schuyler, NE 68661-2400

I. Opening the Meeting

II. Call to Order

III. District Mission Statement

IV. Nebraska Open Meetings Law

V. Publication of Meeting

VI. Board Member Roll Call

VII. Pledge of Allegiance

VIII. Approval of Agenda

IX. Consent Agenda

IX.A. Minutes of the (date) meeting of the board

IX.B. Financial Report

X. Public Comment

XI. Discussion/Information Items

XI.A. 2024-2025 Activities Handbooks

XI.B. 2024 - 2025 Student Handbook

XI.C. Review, discuss, and consider a 2% pay increase for all support staff.

XII. Action Items

XII.A. 2024-2025 Activities Handbooks

XII.B. 2024 - 2025 Student Handbook

XII.C. 2% pay increase for support staff to begin immediately.

XIII. Information Items: Reports

XIII.A. Superintendent

XIII.A.1. 1. The All-Staff Meeting is scheduled for 8:00 a.m. Monday, August 12th at 8:00 a.m. Board members are encouraged to attend.

2. An Open House for all schools will be held from 4:00 - 8:00 p.m. on Monday, August 12th. Please feel encouraged to attend any building's open house and visit with staff and administration.
3. Special Board Meeting on Monday, August 26th @ 6:30 p.m.
4. Legislative Update

XIII.B. Board Committee Reports

XIII.B.1. July 31st @ 6:00 p.m. - Budget, Finance, and Negotiations Committee

XIII.C. Schuyler Community Schools Foundation Report

XIV. Adjourn

Prepared by: Christina Bywater, Secretary to the Board

Schuyler Community Schools
Board of Education Regular Meeting
Monday, July 15, 2024 6:30 PM
Schuyler Community Schools Board Room
2023 Colfax Street
Schuyler, NE 68661-2400

Posting Locations:

- Schuyler Sun
- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date: 7/11/2024
Attendance Taken at 6:30 PM.

| | |
|---|---|
| Virginia Semerad: | Absent |
| Richard Brabec: | Present |
| Amanda Jedlicka: | Present |
| Chuck Misek: | Present |
| Dr Renee Sayer: | Present |
| Brian Vavricek: | Present |

Present: 5, Absent: 1.

I. Opening the Meeting
Action Item

II. Call to Order
Action Item

III. District Mission Statement
Action Item
**STRIVE - COMMIT - SUCCEED - District Mission Statement**

**Schuyler Community Schools in partnership with parents, students, and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society - District Vision Statement**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public. Notice of this meeting was also given in advance to all members of the Board of Education

IV. Pledge of Allegiance

Action Item

V. Nebraska Open Meetings Law
Action Item
This meeting has been preceded by advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the front of the meeting room.

**Nebraska Open Meetings Act:**
http://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct_current.pdf

VI. Publication of Meeting
Action Item
Posting Locations:

- Schuyler Sun
- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date: 7/11/2024

VII. Board Member Roll Call
Action Item

VIII. Approval of Agenda
Action Item

IX. Consent Agenda
Action Item

Discuss, Consider and Take Action on the consent agenda. This motion, made by Brian Vavricek and seconded by Dr Renee Sayer, Passed.
Virginia Semerad: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

IX.A. Minutes of the (date) meeting of the board
Action Item

IX.B. Financial Report
Action Item

X. Public Comment

Action Item

XI. Discussion/Information Items
Action Item

XII. The attached board policies have been reviewed and adjusted based on the recommendations from the Nebraska Association of School Boards. The Policy Committee reviewed these in June and are recommending them to the full board.

Action Item
Rich Brabec

XIII. The attached board policies have been reviewed and adjusted based on the changes made by the Nebraska Legislature. The Policy Committee reviewed these in June and are recommending them to the full board.
Action Item

XIV. Action Items
Action Item

XIV.A. Approve policies 402.17 - 905.07 as presented during discussion.
Action Item
Rich Brabec

Make a motion to approve policies 402.17 - 905.07 as presented. This motion, made by Dr Renee Sayer and seconded by Brian Vavricek, Passed.
Virginia Semerad: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XIV.B. Approve policies 201.02 - 1003.00 as presented during discussion.
Action Item
Rich Brabec

Make a motion to approve policies 201.02 - 1003.00 as presented during discussion. This motion, made by Amanda Jedlicka and seconded by Dr Renee Sayer, Passed.
Virginia Semerad: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XIV.C. Renew NRCSA membership.
Action Item
Rich Brabec

Make a motion to renew the NRCSA membership. This motion, made by Richard Brabec and seconded by Brian Vavricek, Passed.
Virginia Semerad: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XV. Information Items: Reports
Action Item

XV.A. Superintendent

Mentor/Mentee Update
Facilities Update
Staffing Update
Lunch Program
Action Item
Dr. Bret Schroder

XV.B. Board Committee Reports
Action Item
This committee is responsible for reviewing curriculum recommendations, textbook selection, requisitions/inventory, and instructional programs.

XV.B.1. **Thursday, June 13th @ 5:30 - Board Policy/Handbooks/Support Programs: Responsible for annual review of board policies, handbooks, safety/crisis plan.**
Action Item

XV.C. Schuyler Community Schools Foundation Report
Action Item

XVI. Adjourn
Action Item
To view this meeting go to:
https://zoom.us/rec/share/Ia8pjuDXhI9APaWCZc6YgMViO8d1dPNbmqiGwoilbdw6T1dcITU-Vai1BrJX5_3z.JDs6TtbpizxbmPMz

Adjourn at 7:00 pm. This motion, made by Brian Vavricek and seconded by Dr Renee Sayer, Passed.
Virginia Semerad: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Chuck Misek: Yea, Dr Renee Sayer: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

**SCHUYLER COMMUNITY SCHOOLS**
**Treasurer's Report**
**Fiscal Year 2024**

| SCHUYLER COMMUNITY SCHOOLS | Jul-24 | YTD |
|---|---|---|
| **GENERAL FUND** | | **2023-2024** |
| **Beginning Cash Balance** | **4,021,493.35** | **830,082.34** |
| Receipts: | | |
| Colfax county Local District Tax | 890,467.39 | 13,905,935.00 |
| Butler county Local District Tax | 20,090.28 | 1,398,289.40 |
| Saunders county Local District Tax | 197.31 | 8,029.48 |
| Interest | 15,911.01 | 117,643.19 |
| License Fees | | 300.00 |
| Rent of Facility | | 0.00 |
| Categorical Grants | | 31,534.63 |
| Curriculum Receipts | | 0.00 |
| Other Local Receipts | | 0.00 |
| Private grants | | 0.00 |
| ESU Receipts | | 0.00 |
| State Aid | | 4,722,333.00 |
| Special Education | | 1,595,202.00 |
| SPED Transportation | | 8,261.00 |
| State Apportionment | | 329,259.13 |
| Distant Ed Incentive | | 0.00 |
| Six Pence | | 126,725.00 |
| Career Education | | 9,735.00 |
| Other State Receipts | | 27,604.70 |
| High Ability Learner | | 0.00 |
| IDEA ARP Base 0-21 | | 0.00 |
| IDEA ARP Preschool | | 0.00 |
| IDEA ARP Proportionate Share | | 0.00 |
| Title 1 Part A | | 115,330.00 |
| Title I part B | | 0.00 |
| Title I, SIG | | 0.00 |
| Title II, Part A - Staff | | 0.00 |
| SPED IDEA Base | | 0.00 |
| SPED Preschool | | 11,277.00 |
| SPED IDEA Part B BASE Enrollment/Poverty | | 628,106.00 |
| SPED IDEA, Part B Enroll | | 0.00 |
| SPED Ed IDEA CEIS | | 0.00 |
| SPED non public | | 0.00 |
| Medicaid in the Public Schools - MIPS | | 51,234.00 |
| NASB MEDICAID Reimbursements | | 8,851.66 |
| Carl Perkins Fund | | 0.00 |
| E-Rate Reimbursement | | 0.00 |
| Migrant | | 0.00 |
| Title III | | 19,080.00 |
| Title III Immigrant | | 0.00 |
| Peak ILCD/other grants | | 1,750.00 |
| 21st Century Grant | | 168,905.00 |
| Title IV A SSAE Grant | | 0.00 |
| ESSERS I | | 0.00 |
| ESSERS II | | 702,302.00 |
| ESSERS III | | 0.00 |
| Insurance Adjustments | | 514,151.57 |

| | | |
|---|---|---|
| Sale of Property | | 14,560.00 |
| Other Non Revenue | | 7,775.45 |
| ASP HS Expanded Learning | | 0.00 |
| ARP Summer School | | 39,577.00 |
| Transfers in | | 0.00 |
| **Total Receipts** | **926,665.99** | **24,563,751.21** |
| | | |
| **Non-program Receipts** | | |
| Intrafund loan from QCPUF | | 500,000.00 |
| Non-program Receipts | | 3,638.09 |
| Lunch & Coop Fund Reimbursements | 3,334.46 | 336,919.60 |
| **Subtotal** | **3,334.46** | **840,557.69** |
| **Transfers from CD** | | |
| **Transfers IN/OUT Money Market Accounts** | | 0.00 |
| **Total Receipts & Transfers** | **930,000.45** | **25,404,308.90** |
| | | |
| **General Fund Cash** | **4,951,493.80** | **26,234,391.24** |
| | | |
| General Fund Disbursements | (2,451,642.80) | (24,241,871.86) |
| Transfers In/Out ICS Accounts | 44,979.31 | 552,310.93 |
| Prior Period Adjustment (Voided Checks) | | 0.00 |
| **Total Disbursements** | **(2,406,663.49)** | **(23,689,560.93)** |
| | | |
| **GENERAL FUND Cash Balance** | **2,544,830.31** | **2,544,830.31** |

| **SPECIAL BUILDING FUND** | | |
|---|---|---|
| **Beginning Cash Balance** | **513,049.09** | **442,753.83** |
| Colfax County Tax Collection | 33,304.97 | 537,063.11 |
| Butler County Tax Collection | 685.98 | 55,573.78 |
| Saunders County Tax Collection | 7.87 | 331.66 |
| ESSER II | | 0.00 |
| ESSER III | | 0.00 |
| ESSER III | | 0.00 |
| Sale of Property | | 0.00 |
| Interest | 1,571.48 | 16,696.01 |
| 2019 HS Bonds sold | | 0.00 |
| Sale of Property | | 0.00 |
| Non-revenue receipts | | 500.00 |
| **Total before non-program receipts** | **35,570.30** | **610,164.56** |
| Non-program Receipts/transfers/intransit | | - |
| **Total Monthly Receipts** | **35,570.30** | **610,164.56** |
| Cashed CD's | | 0.00 |
| **Total Building Fund Cash** | **548,619.39** | **1,052,918.39** |
| | | |
| **Disbursements & Transfers:** | | |
| Total Expenditures | **(248,635.90)** | (752,934.90) |
| Non-program Expenditures | | 0.00 |
| Loan repayment to QCPUF | | 0.00 |

| | | |
|---|---|---|
| **Total Disbursements** | **(248,635.90)** | **(752,934.90)** |
| **Special Building Fund Ending Balance** | **299,983.49** | **299,983.49** |

## BOND FUND ACCOUNT

| | | |
|---|---|---|
| **Beginning Balance Pinnacle Bank** | **766,671.67** | **719,512.29** |
| Bond tax collections | 73,664.13 | 1,314,721.39 |
| Interest | 1,195.58 | 6,708.05 |
| | | 0.00 |
| **Total before non-program receipts** | **74,859.71** | **1,321,429.44** |
| Non-program Receipts/transfers | | **0.00** |
| **Total Monthly Receipts** | **74,859.71** | **1,321,429.44** |
| Bond Payment | **0.00** | -1,199,350.35 |
| Expenditures | | **-60.00** |
| Loan repayment to QCPUF | | **0.00** |
| **Balance bonds** | **841,531.38** | **841,531.38** |
| | | |
| **Beginning Balance - County Treasurer** | | **0.00** |
| Old Bond - WW 1993 - Held by Colfax Co Treasurer | | 0.00 |
| Transfers | | 0.00 |
| **Total Old Bond Balance** | | **0.00** |
| **Beatrice Bank Holding funds** | | **0.00** |
| **Total Bond Fund Balance** | **841,531.38** | **841,531.38** |

## DEPRECIATION FUND SAVINGS

| | | |
|---|---|---|
| **Beginning Balance Checking accounts** | **34,421.54** | **30,540.92** |
| Receipts | | 100,000.00 |
| Interest on Money Market Accounts | 50.62 | 587.80 |
| Non-program receipts | | |
| **Total** | **34,472.16** | **131,128.72** |
| Disbursements | -2,900.00 | -99,556.56 |
| Transfers | | |
| Non-program disbursements | | |
| **Ending Balance Cash account/Money Market Accou** | **31,572.16** | **31,572.16** |
| **DEPRECIATION FUND INVESTMENTS:** | | |
| **Beginning Balance ( 800011254, 800012522, 58366, 5** | **89,016.65** | **87,898.89** |
| CD's | | **0.00** |
| Interest | | **1,117.76** |
| **Ending Balance Investments** | **89,016.65** | **89,016.65** |
| | | |
| **Total Depreciation Funds** | **120,588.81** | **120,588.81** |

## QUALIFIED CAPITAL PURPOSE BONDS

| | | |
|---|---|---|
| **Beginning balance** | 4,722,000.59 | **4,812,985.52** |

**PINNACLE BANK (initial deposit+interest)**

| | | |
|---|---|---|
| Colfax County Tax Collections | 19,983.50 | 333,653.02 |
| Butler County Tax Collections | 411.61 | 34,379.36 |
| Saunders County Tax Collections | 4.72 | 238.36 |
| Interest & Transfers | 20,009.06 | 213,433.39 |
| US Treasury Receipts | | 113,338.31 |
| **Total Monthly Receipts** | **40,408.89** | 695,042.44 |
| Transfers/Loan repayment | | 0.00 |
| Payments/Disbursements | | -245,618.48 |
| Loans | | -500,000.00 |
| **Fund Balance** | **4,762,409.48** | **4,762,409.48** |

## EMPLOYEE BENEFITS FUND

| | | |
|---|---|---|
| **Beginning Balance** | **79,672.66** | **77,010.25** |
| Deposits | 1,312.34 | 89,148.63 |
| **Total Revenue** | **80,985.00** | **166,158.88** |
| Disbursements & Transfers: | -4,927.72 | -90,101.60 |
| **Ending Balance** | **76,057.28** | **76,057.28** |
| **EMPLOYEE BENEFITS FUND INVESTMENTS:** | | |
| **Beginning Balance (800010018; 55375)** | **13,828.53** | **13,807.65** |
| SCS CD's Interest | | 20.88 |
| **Ending Balance** | **13,828.53** | **13,828.53** |
| **Total Employee Benefits Funds Investments** | 13,828.53 | 13,828.53 |
| **Total Employee Benefits Funds** | **89,885.81** | **89,885.81** |

## SCS STUDENT FEES

| | | |
|---|---|---|
| **Beginning Balance** | **50,940.51** | **40,694.26** |
| Receipts | 72.21 | 20,796.46 |
| **Total** | **51,012.72** | **61,490.72** |
| Disbursements | -3,379.00 | -13,857.00 |
| **Ending Balance** | **47,633.72** | **47,633.72** |

## SCS ACTIVITY FUND

| | | |
|---|---|---|
| **Beginning Balance** | **647,430.66** | **636,644.80** |
| Receipts | 21,310.29 | 551,003.70 |
| **Total** | **668,740.95** | **1,187,648.50** |
| Disbursements | -68,268.29 | -587,175.84 |
| **Ending Balance** | **600,472.66** | **600,472.66** |

## Lunch Fund

| | | |
|---|---|---|
| **Beginning Balance Checking accounts** | **275,423.37** | **354,749.03** |
| Receipts | 53,132.91 | 1,291,759.69 |
| Interest | 286.87 | 3,373.91 |
| non-program receipts | | 0.00 |
| **Total Cash** | **328,843.15** | **1,649,882.63** |
| Disbursements | -70,784.46 | -1,391,823.94 |
| non-program expenses | | 0.00 |
| Total Expenditures | -70,784.46 | -1,391,823.94 |
| **Total Lunch Funds** | **258,058.69** | **258,058.69** |

**SCS COOPERATIVE FUND**

| | | |
|---|---|---|
| **Beginning Balance** | **28,646.67** | **5,578.67** |
| Receipts | 3,388.05 | 49,797.30 |
| **Total** | **32,034.72** | **55,375.97** |
| Disbursements | -3,334.46 | -26,675.71 |
| **Ending Balance** | **28,700.26** | **28,700.26** |

**Schuyler Community Schools**
**Monthly Disbursement Report**
*August 2024*

| Vendor | Amount |
|---|---|
| **Accelerate Learning Inc. Total** | $ 56,255.22 |
| **Advanced Fire & Safety Total** | $ 6,091.15 |
| **Amazon Capital Services Total** | $ 6,175.37 |
| **Bierman Contracting Inc Total** | $ 5,814.70 |
| **Central Nebraska Comm. Action Partner., Inc. Total** | $ 13,389.04 |
| **Central Nebraska Rehab Services Total** | $ 6,269.96 |
| **Dell Marketing L.P. Total** | $ 19,975.20 |
| **Department Of Utilities Total** | $ 33,917.77 |
| **ESU #7** | $ 42,215.05 |
| **Gaggle.Net, inc Total** | $ 6,900.00 |
| **Hometown Leasing Total** | $ 7,070.13 |
| **Johnstone Supply Total** | $ 5,419.98 |
| **Magnum Builders Total** | $ 617,500.00 |
| **Meyer Laboratory, Inc Total** | $ 15,544.55 |
| **Pearson Education Total** | $ 6,112.35 |
| **Prochaska Tire LLC Total** | $ 6,917.58 |
| **Pyramid School Products Total** | $ 12,699.77 |
| **Remind 101, Inc. Total** | $ 6,948.00 |
| **Renaissance Learning, Inc Total** | $ 9,797.83 |
| **SCS Building Fund Money Market Account Total** | $ 125,000.00 |
| **Sizeable Storage Solutions, LLC Total** | $ 12,400.00 |
| **Snyder Heating & Refrigeration Total** | $ 62,489.00 |
| **Time Management Systems, Inc Total** | $ 8,230.00 |
| **VISA Total** | $ 5,431.17 |
| **Grand Total** | $ 1,117,741.42 |

**Schuyler Community Schools**
**Monthly Disbursement Report**
*August 2024*

| Vendor | Amount |
|---|---|
| **Accelerate Learning Inc. Total** | $ 56,255.22 |
| **Advanced Fire & Safety Total** | $ 6,091.15 |
| **Agri-City Insurance Agency LLC Total** | $ 214.00 |
| **Amanda Jedlicka Total** | $ 317.40 |
| **Amanda Richards Total** | $ 158.76 |
| **Amazon Capital Services Total** | $ 6,175.37 |
| **Angela B Moore Total** | $ 2,014.32 |
| **Bierman Contracting Inc Total** | $ 5,814.70 |
| **BOMGAARS Total** | $ 539.47 |
| **Butler County Treasurer Total** | $ 100.00 |
| **Casey's Store Total** | $ 379.99 |
| **Central Nebraska Comm. Action Partner., Inc. Total** | $ 13,389.04 |
| **Central Nebraska Rehab Services Total** | $ 6,269.96 |
| **CenturyLink Total** | $ 669.82 |
| **Charleston Inc Total** | $ 83.41 |
| **CHI Health Total** | $ 992.00 |
| **City Of Schuyler Total** | $ 350.00 |
| **Colfax County Assessor Total** | $ 190.00 |
| **Column Software PC Total** | $ 134.23 |
| **Consoildated Electrical Distributor Total** | $ 1,631.73 |
| **Cornhusker Public Power District Total** | $ 602.82 |
| **Culligan of Columbus Total** | $ 217.70 |
| **Dean Novak Total** | $ 240.00 |
| **Dell Marketing L.P. Total** | $ 19,975.20 |
| **Department Of Utilities Total** | $ 33,917.77 |
| **Didier Grocery Total** | $ 3.78 |
| **Eakes Office Products Center Total** | $ 763.86 |
| **EBSCO Total** | $ 488.30 |
| **Emily Dowd Total** | $ 299.72 |
| **Esmeralda Gomez Arroyo Total** | $ 144.07 |
| **ESU #7** | $ 42,215.05 |
| **Fairfield Inn Total** | $ 44,644.15 |
| **Fremont Winnelson Co Total** | $ 266.38 |
| **Gaggle.Net, inc Total** | $ 6,900.00 |
| **Guarantee Roofing & Sheet Metal Inc Total** | $ 1,223.00 |
| **Hampton Inn Kearney Total** | $ 809.70 |

| | | |
|---|---|---|
| **Hometown Leasing Total** | $ | 7,070.13 |
| **Innovative Office Solutions, LLC Total** | $ | 4,966.98 |
| **Instructional Empowerment, Inc. Total** | $ | 3,245.00 |
| **J W Pepper & Sons Inc. Total** | $ | 53.44 |
| **Jade Nichols Total** | $ | 197.87 |
| **Jeffrey Jedlicka Total** | $ | 317.41 |
| **Jessica Hinkle Total** | $ | 289.92 |
| **Johnstone Supply Total** | $ | 5,419.98 |
| **JourneyEd.com, Inc. Total** | $ | 1,000.00 |
| **Juan Cruz Total** | $ | 158.76 |
| **Kracl Saw Shop/Brian Kracl Total** | $ | 11.00 |
| **Law Offices of Ellick, Jones, Buelt, Blazek & Total** | $ | 9.85 |
| **Lee Enterprises Total** | $ | 7.57 |
| **Literacy Resources LLC Total** | $ | 2,492.00 |
| **Lizbeth Ramirez Total** | $ | 311.80 |
| | | |
| **Magnum Builders Total** | $ | 617,500.00 |
| **Mari Encarnacion Total** | $ | 297.55 |
| **Marzano Research Laboratory, LLC Total** | $ | 2,746.50 |
| **Matheson Trigas Total** | $ | 104.02 |
| **Melvin Brokaw, Jr. Total** | $ | 106.35 |
| **Menards Total** | $ | 180.04 |
| **Meyer Laboratory, Inc Total** | $ | 15,544.55 |
| **Michelle Capito Total** | $ | 311.93 |
| **Midwest Alarm Services Total** | $ | 1,435.02 |
| **Midwest Asset Control Inc Total** | $ | 53.64 |
| **Molly Parsons Total** | $ | 155.08 |
| **My Central Supply Total** | $ | 4,053.67 |
| **National Art & School Supplies Inc Total** | $ | 4,376.75 |
| **Nebr Assoc Of School Boards Total** | $ | 650.00 |
| **Nebraska Council of School Administrators Total** | $ | 400.00 |
| **Nebraska.Gov Total** | $ | 265.00 |
| **One Office Solution Total** | $ | 185.98 |
| **One Source The Background Check Company Total** | $ | 426.00 |
| **OPTK Networks Total** | $ | 320.85 |
| **Paper Tiger Shredding Total** | $ | 429.00 |
| **Parkview One Stop LLC Total** | $ | 594.55 |
| **Patricia Nunley Total** | $ | 153.23 |
| **Pearson Education Total** | $ | 6,112.35 |
| **Presto-X Total** | $ | 464.87 |
| **Prochaska Tire LLC Total** | $ | 6,917.58 |

| | |
|---|---|
| **Pyramid School Products Total** | $ 12,699.77 |
| **Rapids Wholesale, Inc. Total** | $ 255.61 |
| **Reardon Lawn & Garden Total** | $ 50.97 |
| **Remind 101, Inc. Total** | $ 6,948.00 |
| **Renaissance Learning, Inc Total** | $ 9,797.83 |
| **Richard R. DeBower Total** | $ 4,871.96 |
| **Ron Mundil Total** | $ 20.00 |
| **S&S Worldwide, Inc. Total** | $ 878.85 |
| **Sarah Woehl Total** | $ 300.99 |
| **Schmitt Music Company Total** | $ 153.00 |
| **School Outfitters Total** | $ 1,833.52 |
| **Schuyler Home & Building Supply Total** | $ 157.20 |
| **SCS Building Fund Money Market Account Total** | $ 125,000.00 |
| **Shane Svoboda Total** | $ 313.97 |
| **Shelby Mundil Total** | $ 310.28 |
| **Shevlin Supply Total** | $ 2,544.10 |
| **Sizeable Storage Solutions, LLC Total** | $ 12,400.00 |
| **SK Publishing, LLC Total** | $ 64.95 |
| **Snyder Heating & Refrigeration Total** | $ 62,489.00 |
| **Teacher Innovations, Inc Total** | $ 60.00 |
| **Teaching Strategies, LLC Total** | $ 2,275.00 |
| **The Lincoln Electric Company Total** | $ 4,298.70 |
| **Time Management Systems, Inc Total** | $ 8,230.00 |
| **Union Bank and Trust Omnify Total** | $ 1,469.37 |
| **Verizon Wireless Total** | $ 977.81 |
| **VISA Total** | $ 5,431.17 |
| **Vyve Broadbrand Total** | $ 436.02 |
| **Waste Connections of NE, Inc. Total** | $ 1,849.10 |
| **Whitney West Total** | $ 308.24 |
| **Grand Total** | $ 1,168,028.65 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID Site Name
Group ID Group Name

| Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|
| SCHUYL | Schuyler Community Schools | | | | | |
| A | ACADEMIC | | | | | |
| 1100 | CONSORTIUM PAYROLL | 232.84 | 0.00 | 0.00 | 0.00 | 232.84 |
| 1500 | ARC EQUIP SPEC.ED. | 1,894.05 | 0.00 | 0.00 | 0.00 | 1,894.05 |
| | A Totals: | 2,126.89 | 0.00 | 0.00 | 0.00 | 2,126.89 |
| B | ACTIVITIES | | | | | |
| 2100 | BASKETBALL B | -2,555.00 | 0.00 | 0.00 | 0.00 | -2,555.00 |
| 2150 | BASKETBALL G | -3,146.82 | 0.00 | 0.00 | 0.00 | -3,146.82 |
| 2200 | CROSS COUNTRY B & G | -482.39 | 0.00 | 0.00 | 0.00 | -482.39 |
| 2250 | CROSS COUNTRY | 0.00 | 62.05 | 0.00 | 0.00 | 62.05 |
| 2300 | FOOTBALL | -4,924.00 | 0.00 | 4,396.96 | 0.00 | -9,320.96 |
| 2350 | GOLF B | -1,135.00 | 0.00 | 0.00 | 0.00 | -1,135.00 |
| 2375 | GOLF G | -555.00 | 0.00 | 0.00 | 0.00 | -555.00 |
| 2400 | SOFTBALL | 220.30 | 0.00 | 0.00 | 0.00 | 220.30 |
| 2450 | SOCCER B | -3,630.38 | 0.00 | 0.00 | 0.00 | -3,630.38 |
| 2500 | SOCCER G | -2,064.30 | 0.00 | 0.00 | 0.00 | -2,064.30 |
| 2600 | TRACK | -4,354.13 | 21.25 | 1,427.25 | 0.00 | -5,760.13 |
| 2700 | VOLLEYBALL | -100.40 | 0.00 | 0.00 | 0.00 | -100.40 |
| 2750 | WRESTLING | -2,483.45 | 321.25 | 741.00 | 0.00 | -2,903.20 |
| 2755 | WEIGHT ROOM EQUIPMENT | 7.50 | 0.00 | 0.00 | 0.00 | 7.50 |
| 2775 | GIRLS WRESTLING | -3,667.87 | 221.25 | 0.00 | 0.00 | -3,446.62 |
| 2800 | SMS ATHLETICS | -554.05 | 0.00 | 151.53 | 0.00 | -705.58 |
| 2850 | LAUNDRY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2900 | GENERAL | -5,512.59 | -78.00 | 4,851.72 | 0.00 | -10,442.31 |
| 2950 | MEDICAL | -102.50 | 0.00 | 0.00 | 0.00 | -102.50 |
| 2970 | BOOSTER CLUB DONATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2975 | DONATIONS | 1,954.78 | 0.00 | 0.00 | 0.00 | 1,954.78 |
| 2980 | SPEECH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2982 | FFA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2984 | ONE ACT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2986 | FCCLA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2988 | YOUTH SPORTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2990 | CHEER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2995 | DANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | B Totals: | -33,085.30 | 547.80 | 11,568.46 | 0.00 | -44,105.96 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID Site Name
Group ID Group Name

| | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|---|
| C | DISTRICT | | | | | | |
| | 3100 | ADULT EDUCATION | 0.00 | 1,400.00 | 0.00 | 0.00 | 1,400.00 |
| | 3110 | COLLEGE CREDIT | -21,581.99 | 0.00 | 105.00 | 0.00 | -21,686.99 |
| | 3200 | GENERAL | 18,799.45 | 2,569.02 | 3,221.67 | 0.00 | 18,146.80 |
| | 3250 | FIELD HOUSE | 64,256.92 | 609.59 | 120.00 | 0.00 | 64,746.51 |
| | 3300 | FINES | 1,916.09 | 0.00 | 0.00 | 0.00 | 1,916.09 |
| | 3400 | HIGH SCHOOL--- BOOK FINES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3450 | SCHS LIBRARY FINES | 1,115.21 | 0.00 | 0.00 | 0.00 | 1,115.21 |
| | | C Totals: | 64,505.68 | 4,578.61 | 3,446.67 | 0.00 | 65,637.62 |
| D | DEPARTMENTS | | | | | | |
| | 4000 | BAND | -4,382.87 | 0.00 | 196.00 | 0.00 | -4,578.87 |
| | 4025 | Musical | 709.20 | 350.00 | 0.00 | 0.00 | 1,059.20 |
| | 4050 | VOCAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 4750 | KOEHN TRUST (BAND DONATION) | 9,410.62 | 0.00 | 0.00 | 0.00 | 9,410.62 |
| | | D Totals: | 5,736.95 | 350.00 | 196.00 | 0.00 | 5,890.95 |
| E | UNIFORMS & EQUIPMENT | | | | | | |
| | 4500 | BAND (UNIFORM DEP) | 828.18 | 0.00 | 0.00 | 0.00 | 828.18 |
| | 4650 | FLAG CORPS | 1,383.26 | 0.00 | 0.00 | 0.00 | 1,383.26 |
| | 4700 | INSTRUMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 4770 | AMBASSADORS | 1,637.88 | 0.00 | 0.00 | 0.00 | 1,637.88 |
| | | E Totals: | 3,849.32 | 0.00 | 0.00 | 0.00 | 3,849.32 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 07/01/2024 to 07/31/2024.

Site ID Site Name

Group ID Group Name

| | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|---|
| F | CLUBS ORGANIZATIONS | | | | | | |
| | 5000 | ART | 237.70 | 0.00 | 0.00 | 0.00 | 237.70 |
| | 5005 | ATHS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5050 | CHEERLEADERS | 26,178.10 | 8,175.10 | 28,705.13 | 0.00 | 5,648.07 |
| | 5100 | DRAMATICS, SPEECH | -3,295.60 | 0.00 | 360.00 | 0.00 | -3,655.60 |
| | 5105 | One Act - NA | -2,041.28 | 0.00 | 0.00 | 0.00 | -2,041.28 |
| | 5150 | DANCE TEAM | 2,185.51 | 7,074.57 | 1,267.47 | 0.00 | 7,992.61 |
| | 5175 | EMERGENCY RESPNSE TEAM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5200 | FFA CLUB | 16,739.52 | 0.00 | 0.00 | 0.00 | 16,739.52 |
| | 5250 | FCCLA CLUB | -480.40 | 0.00 | 0.00 | 0.00 | -480.40 |
| | 5300 | CULTURAL UNITY | 2,024.52 | 0.00 | 0.00 | 0.00 | 2,024.52 |
| | 5350 | NATIONAL HONOR SOCIETY | 1,046.91 | 0.00 | 0.00 | 0.00 | 1,046.91 |
| | 5400 | S-CLUB | 1,300.84 | 0.00 | 0.00 | 0.00 | 1,300.84 |
| | 5405 | SPIRIT CLUB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5425 | WARRIORS STAND FOR THE SILENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5500 | SCIENCE & mATH cLUB | 5,311.03 | 0.00 | 0.00 | 0.00 | 5,311.03 |
| | 5510 | SCIENCE TRIP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5515 | INDUST. TECH GRANT SCHS | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| | 5525 | SCIENCE FAIR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5550 | STUDENT COUNCIL | 1,808.99 | 0.00 | 0.00 | 0.00 | 1,808.99 |
| | 5575 | 504 R ACTIVITY FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5600 | RICHLAND ACTIVITY FUND | 2,131.65 | 0.00 | 48.67 | 0.00 | 2,082.98 |
| | 5610 | FISHER 24 ACTIVITY FUND | 5,355.09 | 0.00 | 649.97 | 0.00 | 4,705.12 |
| | 5615 | DUAL LANGUAGE | 678.66 | 0.00 | 770.35 | 0.00 | -91.69 |
| | 5616 | Dual Lang Students | 2,232.54 | 0.00 | 443.74 | 0.00 | 1,788.80 |
| | 5620 | SCHUYLER ELEMENTARY SCHOOL | -328.74 | 80.56 | 0.00 | 0.00 | -248.18 |
| | 5621 | SES FELICIATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5622 | SES FIELD DAY | 6,417.61 | 0.00 | 57.53 | 0.00 | 6,360.08 |
| | 5623 | SES Vocal Music Club | 713.10 | 0.00 | 0.00 | 0.00 | 713.10 |
| | 5624 | SES LIBRARY | 3,391.88 | 0.00 | 0.00 | 0.00 | 3,391.88 |
| | 5631 | SES POP FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5632 | SES Band CLUB | 302.90 | 0.00 | 0.00 | 0.00 | 302.90 |
| | 5633 | SES STEM | 5,917.50 | 0.00 | 0.00 | 0.00 | 5,917.50 |
| | 5650 | BRAINSTORMING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5675 | TEEN MOM'S | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5700 | A.S.K. | 3,181.46 | 0.00 | 0.00 | 0.00 | 3,181.46 |
| | 5725 | STUDENT COUNCIL MAKE A WISH | 1,939.37 | 0.00 | 0.00 | 0.00 | 1,939.37 |
| | 5750 | FELLOWSHIP CHRISTIANS FOR ATHLETICS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5775 | INDUSTRIAL TECH ACCOUNT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5800 | SHEEL CREEK WATER TESTING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5825 | PRESCHOOL | 2,843.32 | 0.00 | 0.00 | 0.00 | 2,843.32 |
| | 5900 | SMS GENERAL ACTIVITY | -292.76 | 9.34 | 0.00 | 0.00 | -283.42 |
| | 5901 | SMS STUDENT COUNCIL | 5,055.39 | 0.00 | 0.00 | 0.00 | 5,055.39 |
| | 5902 | SMS LIBRARY | 1,858.03 | 0.00 | 0.00 | 0.00 | 1,858.03 |
| | 5903 | SMS RESOURCE ROOM | 4,680.90 | 0.00 | 0.00 | 0.00 | 4,680.90 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID Site Name
Group ID Group Name

| Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|
| 5904 | SMS BAND CLUB | -584.30 | 0.00 | 0.00 | 0.00 | -584.30 |
| 5905 | SMS TEACHER POP 7702463 | 189.83 | 0.00 | 0.00 | 0.00 | 189.83 |
| 5906 | SMS EDUCATIONQUEST FOUNDATION GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5907 | SMS Entrepreneurship | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5909 | SMS VOCAL MUSIC | 3.25 | 0.00 | 0.00 | 0.00 | 3.25 |
| 5910 | SMS VOLLEYBALL CLUB | 1,345.04 | 0.00 | 0.00 | 0.00 | 1,345.04 |
| 5911 | SMS YEARBOOK | -735.19 | 0.00 | 0.00 | 0.00 | -735.19 |
| 5915 | SMS WRESTLING CLUB | 232.20 | 0.00 | 0.00 | 0.00 | 232.20 |
| 5916 | SMS G Wrestling Club | 205.71 | 0.00 | 0.00 | 0.00 | 205.71 |
| 5920 | SMS FOOTBALL CLUB | -68.48 | 0.00 | 4,748.60 | 0.00 | -4,817.08 |
| 5925 | SMS BOYS BASKETBALL CLUB | 739.05 | 0.00 | 1,800.00 | 0.00 | -1,060.95 |
| 5926 | SMS GIRLS BASKETBALL | 488.96 | 0.00 | 0.00 | 0.00 | 488.96 |
| 5927 | SMS TRACK CLUB | 5,150.86 | 0.00 | 0.00 | 0.00 | 5,150.86 |
| 5928 | SMS CROSS COUNTRY | -185.76 | 0.00 | 0.00 | 0.00 | -185.76 |
| 5930 | YOUTH FOOTBALL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5935 | YOUTH SPORTS | 2,256.83 | 0.00 | 0.00 | 0.00 | 2,256.83 |
| 5940 | YOUTH SOCCERE | 5,936.15 | 0.00 | 0.00 | 0.00 | 5,936.15 |
| 5945 | TEAMMATES | 5,003.69 | 0.00 | 0.00 | 0.00 | 5,003.69 |
| 5950 | SMS SPEECH | 44.18 | 0.00 | 0.00 | 0.00 | 44.18 |
| 5955 | SMS Weights Club | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5960 | SES Counseling | -1,028.65 | 0.00 | 0.00 | 0.00 | -1,028.65 |
| 5975 | SMS Weights | 356.41 | 0.00 | 0.00 | 0.00 | 356.41 |
| F Totals: | | 118,443.52 | 15,339.57 | 38,851.46 | 0.00 | 94,931.63 |

G CONCESSION/VENDING

| Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|
| 6000 | CONCESSION | -1,425.44 | 0.00 | 0.00 | 0.00 | -1,425.44 |
| 6005 | SMS CONCESSIONS | 317.13 | -13.50 | 0.00 | 0.00 | 303.63 |
| 6010 | Imp. Fund-10% | -360.96 | 0.00 | 0.00 | 0.00 | -360.96 |
| 6015 | SMS IMP FUND - 10% | -816.73 | 0.00 | 0.00 | 0.00 | -816.73 |
| 6100 | SCHS PEPSI 7701503 | 6,057.09 | 0.00 | 0.00 | 0.00 | 6,057.09 |
| 6105 | SMS PEPSI 7702463 | -744.59 | 0.00 | 0.00 | 0.00 | -744.59 |
| 6125 | SCHS LUNCH PEPSI | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6150 | SCS FIELD HOUSE POP | 1,993.51 | 405.00 | 0.00 | 0.00 | 2,398.51 |
| 6200 | STUDENT POP | 1,022.46 | 0.00 | 0.00 | 0.00 | 1,022.46 |
| 6300 | TEACHER POP | 6,005.42 | 0.00 | 0.00 | 0.00 | 6,005.42 |
| 6400 | S-CLUB JUICE | 38.64 | 0.00 | 0.00 | 0.00 | 38.64 |
| 6500 | MAINTENANCE | 11,826.21 | 0.00 | 0.00 | 0.00 | 11,826.21 |
| 6600 | MILK MACHINE - FCCLA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| G Totals: | | 23,912.74 | 391.50 | 0.00 | 0.00 | 24,304.24 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID Site Name
Group ID Group Name

| | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|---|
| H | SALES | | | | | | |
| | 7000 | HORTICULTURE | 15,143.24 | 0.00 | 1,579.36 | 0.00 | 13,563.88 |
| | 7010 | HOUSE CONSTRUCTION | 8,727.88 | 0.00 | 0.00 | 0.00 | 8,727.88 |
| | 7020 | HOUSE RENTAL | 33,804.48 | 0.00 | 0.00 | 0.00 | 33,804.48 |
| | 7050 | INDUSTRIAL TECH / PLASMA CAM SALES | 4,121.72 | 0.00 | 0.00 | 0.00 | 4,121.72 |
| | 7150 | BBB CLUB ACCOUNT | 2,726.33 | 0.00 | 175.00 | 0.00 | 2,551.33 |
| | 7200 | GBB CLUB ACCOUNT | 2,671.24 | 0.00 | 0.00 | 0.00 | 2,671.24 |
| | 7215 | BOYS GOLF CLUB ACCT. | 7,396.70 | 0.00 | 0.00 | 0.00 | 7,396.70 |
| | 7225 | GIRLS GOLF CLUB ACCOUNT | 1,145.39 | 0.00 | 0.00 | 0.00 | 1,145.39 |
| | 7250 | WRESTLING CLUB ACCOUNT | 21,490.87 | 0.00 | 15,373.75 | 0.00 | 6,117.12 |
| | 7260 | GIRLS WRESTLING CLUB | 4,009.85 | 0.00 | 0.00 | 0.00 | 4,009.85 |
| | 7275 | WRESTLING AIDS | 385.83 | 0.00 | 0.00 | 0.00 | 385.83 |
| | 7300 | BSOC CLUB ACCOUNT | 1,520.59 | 0.00 | 0.00 | 0.00 | 1,520.59 |
| | 7325 | GSOC CLUB ACCOUNT | 434.44 | 0.00 | 0.00 | 0.00 | 434.44 |
| | 7350 | G/B CROSS COUNTRY CLUB | 460.72 | 0.00 | 0.00 | 0.00 | 460.72 |
| | 7400 | FOOTBALL CLUB ACCOUNT | 3,689.35 | 0.00 | 770.00 | 0.00 | 2,919.35 |
| | 7450 | VOLLEYBALL CLUB ACCT. | 15,846.53 | 0.00 | 0.00 | 0.00 | 15,846.53 |
| | 7500 | SB CLUB ACCOUNT | 1,964.48 | 0.00 | 0.00 | 0.00 | 1,964.48 |
| | 7550 | STUDENT PURCHASES | 244.52 | 0.00 | 0.00 | 0.00 | 244.52 |
| | 7600 | TR. CLUB ACCT | 1,483.13 | 0.00 | 0.00 | 0.00 | 1,483.13 |
| | 7650 | SPEECH CLUB | 2,378.27 | 0.00 | 0.00 | 0.00 | 2,378.27 |
| | 7700 | ONE ACT CLUB | 3,099.10 | 0.00 | 0.00 | 0.00 | 3,099.10 |
| | | H Totals: | 132,744.66 | 0.00 | 17,898.11 | 0.00 | 114,846.55 |
| I | CLASSES | | | | | | |
| | 8000 | ALUMNI ACCOUNT | 1,386.24 | 0.00 | 0.00 | 0.00 | 1,386.24 |
| | 8305 | CLASS OF 2023 | 574.42 | 0.00 | 0.00 | 0.00 | 574.42 |
| | 8310 | CLASS OF 2024 | 106.57 | 0.00 | 0.00 | 0.00 | 106.57 |
| | 8315 | CLASS OF 2025 | -84.80 | 0.00 | 0.00 | 0.00 | -84.80 |
| | 8320 | CLASS OF 2026 | 1,445.27 | 0.00 | 0.00 | 0.00 | 1,445.27 |
| | 8325 | CLASS OF 2027 | 540.73 | 0.00 | 0.00 | 0.00 | 540.73 |
| | 8330 | CLASS OF 2028 | 298.97 | 0.00 | 0.00 | 0.00 | 298.97 |
| | 8335 | CLASS OF 2029 | -788.82 | 0.00 | 0.00 | 0.00 | -788.82 |
| | 8340 | CLASS OF 2030 | -6.30 | 0.00 | 0.00 | 0.00 | -6.30 |
| | 8345 | CLASS OF 2031 | 281.47 | 0.00 | 0.00 | 0.00 | 281.47 |
| | 8350 | Class of 2032 | 649.58 | 0.00 | 0.00 | 0.00 | 649.58 |
| | 8355 | CLASS OF 2033 | 686.57 | 0.00 | 0.00 | 0.00 | 686.57 |
| | 8360 | Class of 2034 | 1,539.99 | 0.00 | 0.00 | 0.00 | 1,539.99 |
| | 8365 | CLASS OF 2035 | -335.38 | 0.00 | 0.00 | 0.00 | -335.38 |
| | 8370 | Class of 2036 | 82.79 | 0.00 | 0.00 | 0.00 | 82.79 |
| | | I Totals: | 6,377.30 | 0.00 | 0.00 | 0.00 | 6,377.30 |
| J | YEARBOOK | | | | | | |
| | 8560 | YEARBOOK | 12,088.27 | 0.00 | 0.00 | 0.00 | 12,088.27 |
| | | J Totals: | 12,088.27 | 0.00 | 0.00 | 0.00 | 12,088.27 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID Site Name
Group ID Group Name

| | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|---|
| K | MISCELLANEOUS | | | | | | |
| | 9000 | STUDENT COUNCIL SCHOOL IMPROVMENT FUND | 1,304.25 | 0.00 | 0.00 | 0.00 | 1,304.25 |
| | 9025 | SAVE THE CHILDREN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 9030 | AFTERSCHOOL PROGRAM | 134,296.91 | 0.00 | 0.00 | 0.00 | 134,296.91 |
| | 9031 | BEYOND SCHOOL BELL | 96,575.12 | 0.00 | 107.36 | 0.00 | 96,467.76 |
| | 9035 | SIXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 9040 | SES BACK PACK PROGRAM | 1,492.21 | 0.00 | 0.00 | 0.00 | 1,492.21 |
| | 9045 | BUILDING HEALTHY RELATIONSHIPS. | 7,736.07 | 0.00 | 0.00 | 0.00 | 7,736.07 |
| | 9050 | STAFF INSURANCE PURCHASES | 361.16 | 0.00 | 0.00 | 0.00 | 361.16 |
| | 9075 | KEY DEPOSITS & RENTAL FEES | 9,987.25 | 0.00 | 0.00 | 0.00 | 9,987.25 |
| | 9085 | PROFESSIONAL DEVELOPMENT | -1,101.33 | 0.00 | 0.00 | 0.00 | -1,101.33 |
| | 9095 | PARENT INVOLMENT - PRESCHOOL | 15,243.00 | 0.00 | 0.00 | 0.00 | 15,243.00 |
| | 9100 | BLOOD MOBILE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 9105 | WELLNESS WARRIORS | 311.63 | 0.00 | 0.00 | 0.00 | 311.63 |
| | 9110 | PTO WELLNESS DAY DONATION | -15,447.00 | 0.00 | 0.00 | 0.00 | -15,447.00 |
| | 9115 | LUNCH CARD | 2,446.05 | 0.00 | 0.00 | 0.00 | 2,446.05 |
| | 9125 | TMH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 9150 | PRINCIPAL | 1,137.17 | 11.31 | 0.00 | 0.00 | 1,148.48 |
| | 9175 | Technology Fee | 29,823.66 | 0.00 | 638.00 | 0.00 | 29,185.66 |
| | 9250 | Booster Club | 2,582.18 | 0.00 | 0.00 | 0.00 | 2,582.18 |
| | 9300 | Credit Cards to Other ACCTS | 451.70 | -50.00 | 0.00 | 0.00 | 401.70 |
| | | K Totals: | 287,200.03 | -38.69 | 745.36 | 0.00 | 286,415.98 |
| L | SCHOLARSHIPS/MEMORIALS | | | | | | |
| | 9200 | EF TOUR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 9500 | COLLEGE ACCESS GRANT | -234.35 | 0.00 | 0.00 | 0.00 | -234.35 |
| | 9600 | Hauff Sponsorship | 264.00 | 0.00 | 0.00 | 0.00 | 264.00 |
| | | L Totals: | 29.65 | 0.00 | 0.00 | 0.00 | 29.65 |
| | | SCHUYLER Activity Totals: | 623,929.71 | 21,168.79 | 72,706.06 | 0.00 | 572,392.44 |

| | Begin Balance | Transfers | Receipts | Disbursements | Adjustments | End Balance |
|---|---|---|---|---|---|---|
| SCHUYLER Checking: | | | 21,168.79 | 72,706.06 | | |
| SCHUYLER Investment: | | | | | | |
| SCHUYLER Bank Balances: | 623,929.71 | | 21,168.79 | 72,706.06 | 0.00 | 572,392.44 |

| | | | | | |
|---|---|---|---|---|---|
| Report Activity Totals: | 623,929.71 | 21,168.79 | 72,706.06 | 0.00 | 572,392.44 |

# Schuyler Central High School

# Activity Handbook



## 2024 - 2025

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# ACTIVITY PHILOSOPHY

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

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to their knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

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

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

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

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

## ACTIVITIES AND ORGANIZATIONS OFFERED

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

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

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

Limitations On Elected Offices:

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

Culture Club is an organization of students interested in community service, cultural exploration and recreation. The members have meetings, field trips, and organize the Red Cross blood drives.

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

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

Intramurals: Co-Ed sports are extracurricular activities where students learn about the rules and some

strategies of each sport and then play the sport for fun and having a good time. Intramurals instill good sportsmanship, working together socially, exercising, helping to stay fit and healthy, and most of all having fun and competing too.

Fall Season - Basketball (October)

Winter Season - Volleyball (January)

Spring Season - Softball  Flag Football

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

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

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

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

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

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

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

Cheerleading: The purpose of the Schuyler Central High School cheerleading squad is to promote school spirit in all athletic activities and other designated events. Members of the squad enthusiastically support the school, the administration, faculty, and sponsors of organizations, the community, and all pertinent school policies. Cheerleaders will be required to have a physical and take concussion tests.

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

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

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

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

and faculty all ideas and problems of the student body.

## ACTIVITY PROGRAM INFORMATION

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

Student grades will be collected on a weekly basis throughout the school year. Any student failing one class is considered in warning status. Any student failing two classes when the report is published on Monday will have until Wednesday at 9:00 a.m. to get their grades passing. The eligibility report will be rerun on Wednesday to determine eligibility until the following Monday. Any student still failing two classes on Wednesday morning is considered to be demonstrating less than acceptable academic performance and will forfeit all public representation of Schuyler Central High School until the student is no longer failing two classes on the weekly failing grade report. Part-time students, in addition to meeting the qualifications noted above, must be passing each of their classes to retain academic eligibility. Any student who is ineligible due to excessive failing grades will not be permitted to travel with a school team or other organization.

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

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

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

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

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

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

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the

student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

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

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

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

2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or brining or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful to contrary to school activity rules.

6. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does

under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

7. Public indecency

8. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Engaging in any activity forbidden by law that constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

11. Repeated violation of any of the school rules.

12. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes or assigned activities.

13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

14. Dressing or grooming in a manner which is dangerous to the student's health and safety or danger to the health and safety of others or repeated violations of dress and grooming standard; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Schuyler Community School buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or supervisor.

17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach or sponsor will determine the validity of the reason. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility

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

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

Alcohol. Tobacco, and/or Drug Offenses and/or Criminal Activity Beginning at the time of a student's initial attendance at SCHS and continuing through completion of attendance or high school eligibility, a student is subject to suspension from all NSAA public appearances related to co-/extra-curricular activities and/or competition if s/he has a violation in the, alcohol, tobacco, and/or drug offenses and/or criminal activity policy. Disciplinary consequences imposed under this policy will involve suspension from public representation of SCHS and may additionally involve other measures. The activities administrator is responsible for completing a suspension notification procedure within three (3) days following a participant's suspension. The coach or sponsor will communicate other suspension actions to parents. The term of suspension shall be the next regularly scheduled weeks of public representation during the school year as defined by the Nebraska School Activities Association. The term of suspension is considered a probationary period and the student will be reinstated only after evidence of abiding by the ideals of activity participation. Continued practice and participation in the activity is expected, even though the student is not permitted to represent the school publicly. Public representation takes place when an event is a competition with an opposing team(s) and the event is taking place during one or more NSAA defined seasons. Intrasquad scrimmages are not considered competition with an opposing team. Students must complete the season in good standing for the weeks of suspension to apply.

Term of suspension:

- 1st offense: Next four activity weeks publicly representing SCHS.
- 2nd offense: Eight weeks with mandatory professional substance abuse counseling
- 3rd offense: The student will be suspended from all activities until he/she participates in a professional evaluation for chemical dependency. After the student becomes a participant in a chemical dependency program, the student may be reinstated in school activities upon successful completion of the program. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the dependency center prior to reinstatement of the student.

Self-reporting alcohol, tobacco, and/or drug offenses and/or criminal activity violation may reduce the suspension time for a 1st offense from four (4) weeks to two (2) weeks by reporting the policy violation to school officials. A student in violation of the alcohol, tobacco, and/or drug offenses and/or criminal activity policy must notify a school official (coach or sponsor, teacher, activities administrator, school counselor, principal or assistant principal) of the violation within 24 hours of the violation for the reduction to apply. During the 2nd offense, the mandatory professional substance abuse counseling must be completed before the end of the eight-week suspension or the suspension continues until

counseling is completed. It is required that documentation of completion of professional substance abuse counseling be turned into the activities office prior to the student returning to competition. SCHS is not liable for expenses incurred through such counseling sessions.

Organizations/clubs that are not under the NSAA umbrella have discipline for ATOD and criminal activity written into the organizations/clubs constitutions.

# Drug and Alcohol Violations

Meaning of Terms:

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

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

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.

2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.

5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.

a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.

b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

ii. The Superintendent or the Superintendent's designee will notify the

participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

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

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

1. Prior to the commencement of each season, sponsors shall determine the appropriate number of students that their facilities and staff can accommodate. In reaching that decision, the sponsors shall consult with the activities office. In the event more students try out for these sports than the coaches believe they can accommodate, the coaches may cut the additional students.

2. If any of the students are to be cut from any of these activities, an announcement to that effect shall be made at the beginning of the season. A trial period shall be afforded to every student wishing to participate. The length of the trial period shall be announced at the beginning of the season. The sponsor shall determine the length of the trial season after consulting with the Activity Director. To the extent possible, every student shall be entitled to a fair opportunity to demonstrate his/her abilities.

3. Because of the potential number of participants involved, it may not be possible to guarantee that each freshman/JV/Varsity player will be able to participate in every game. Decisions with respect to participating in games, as it applies to freshman/JV/Varsity, shall be the decision of the sponsors involved. If possible, "B" freshman games may be scheduled, but if no such games can be scheduled, some freshmen may receive little, or no, participation in game type situations.

4. The fact that a student was on a previous year's team shall not be a factor in making the current year's team. The fact that a student was cut the previous year shall not be a factor in making the current year's team. The fact that a student did not participate in another given sport shall not be a factor in the student not making the team for which s/he is trying out. Nothing in this policy shall prevent a sponsor from dismissing a student from a team for disciplinary reasons.

5. A coach in cutting a student from a team at the end of the trial period shall inform that student of the decision in a private meeting between the coach and the student. The coach shall make every reasonable effort to critique the student's performance and explain why the decision was made. The student's parents/guardian may participate in the meeting to discuss the coach's decision.

Attendance Requirements:

The expectation is for the students to be in attendance for at least ½ day of school on the day of activities prior to performance unless arrangements have been made with prior administrative approval.

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

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.

2. Assist in keeping the bus safe and sanitary. Loud talking, laughing, or unnecessary noise diverts a driver's attention and may result in an accident.

3. Treat bus equipment as you would your own property. The offender must pay damage. Bus riders should never tamper with the bus or any of its equipment.

4. Leave no books, lunches, or other articles on the bus.

5. Keep books, packages, coats, and all other objects out of the aisles.

6. Students are responsible for helping clean the buses immediately upon return from an activity.

7. Do not throw anything out of the bus windows.

8. Bus riders are not permitted to leave their seat while the bus is in motion.

9. Horseplay is not permitted around or on the school bus.

10. Bus riders are expected to be courteous to fellow pupils and the bus driver.

11. Absolute quiet is necessary when approaching a railroad crossing.

12. In case of a road emergency students are to remain in the bus.

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

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

Physical Examination: This is a Nebraska State Activities Association requirement. An examination is required once each year. A physical taken on or after May 1 will be in effect for the school year. The student may obtain a physical examination form from the principals' office or the high school website. The processed and completed physical examination form shall be given to the school nurse, who will issue a permission slip to check out for a particular activity.

1. Insurance: Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The Board of Education does not require participants in athletics to be insured against athletic accidents but strongly recommends that they be insured against athletic accidents at the parent's expense. The Board of Education does require each participant's parent to sign an "Insurance Waiver." The school does not offer any insurance or coverage. There are many individual and group athletic accident policies available about which the school does have information. This information may be obtained from the Activity Administrator. Parents are urged to investigate and study the various policies so that they may purchase the accident coverage they prefer. The Nebraska School Activities Association does provide insurance for catastrophic injuries for activity participants.

1. School Activities Permit Form: This is a consent form that the N.S.A.A. requires each school to have on file. Parents are required to sign the student participation and permission agreement.

2. Athletic Agreement: This section pertains to the Schuyler Central High School Athletic Code. A copy of this code will be made available to all candidates and their parents for the interscholastic athletic teams.

3. Emergency Medical Treatment Consent: This allows school personnel to give consent to have emergency medical treatment for your student if you as a parent or guardian are not present and cannot be reached in a time of emergency.

4. With the implementation of LB 260 The Concussion Awareness Act, Schuyler Community Schools conduces impact testing for all ninth and eleventh graders along with any athlete that had a concussion in the previous school year and who are involved in football, softball, volleyball, wrestling, basketball, soccer and track/field (jumping and throwing). There is no cost to the student and testing must be completed before participating in practice.

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

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

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

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

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

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11 th day of the current year.
4. Student is ineligible if nineteen years of age before August 1of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the

first date of practice as permitted by NSAA rules.

9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.

10. A student shall not participate on an all-star team while a high school undergraduate.

11. A student shall be ineligible for ninety school days to represent a school in inter-scholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the district where parents reside has no high school or if there are two or more high schools in a district.)

12. A student is ineligible for ninety school days if his/her parents have changed their domicile to another school district and the student has remained in a former school that is in a different school district. (EXCEPTIONS: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the district from which the parents moved.)

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law

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

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

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

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

Basketball

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

Participate in the following assigned sports: football, volleyball, boys and girls' basketball, and wrestling.

Cheerleader squad members will be expected to follow all guidelines established by the sponsor, activities administrator, school, and NSAA.

A cheerleader will not receive a letter for these reason(s) stated in the cheerleader constitution.

Cross Country

The participant receives an individual award or medal at a Varsity meet.

Dance Team

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

Football

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

Golf

1. Golfer who sets a school record during competition.
2. Golfer who competes in one half of the varsity meets.
3. Senior who has competed three consecutive years.
4. Golfer who receives a medal in a triangular meet or larger.
5. All members of a state qualifying or conference championship team.
6. Working a golf youth camp qualifies as one varsity competition
7. Attending a golf camp will qualify as one varsity competition
8. 90% of summer weight attendance qualifies as two varsity competitions
9. 80% of summer weight attendance qualifies as one varsity competition

Soccer

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

Softball
3. Play in 1/7 of the varsity teams' innings played in the regular season.
4. If team wins district or qualifies for state all varsity members letter
5. 2 innings awarded for each camp attended
6. 4 innings awarded for 90% of summer weight attendance
7. 3 innings awarded for 80% of summer weight attendance

Track and Field

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

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

Wrestling
An athlete must finish the season in good standing and meet at least one of the following criteria:
1. Wrestle 18 varsity matches
2. Earn 20 varsity team points (points that contribute to the team score during a contest)
3. Place 1,2,3, or 4 in the conference or district meet

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

Ninth Grade Athletes: The coaching staff of a particular sport may decide on which team an outstanding freshman athlete shall be placed. This pertains to football, boys and girls' basketball, and volleyball. The outstanding 9th grade athletes will compete on the 9th and JV teams or the JV and Varsity teams, but may not compete on the 9th and Varsity teams and may not (without administrative approval)compete at all three levels (9th, JV, Varsity). The head coach of the sport will contact parents/guardians of the student to be moved up prior to the student practicing or competing at the higher level, and will inform the activities administration before such action will be taken.

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

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

Participation: Varsity teams shall be made up of 12th, 11th, 10th, and 9th grade students, reserve teams

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

## POST-SEASON AWARDS

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

Boys Basketball:

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

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

Girls Basketball Season Leaders:

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

Football:

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

Myers-Reinecke-Shonka Memorial Awards:

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

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

a. Decision of the coaching staff

b. Season statistics, contribution to the team, and post-season honors.G/B Golf: Presented to the most deserving golfer. Consideration will be given to the number of medals, medal placement, season statistics, and leadership.

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

Volleyball:

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

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

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

will vote upon this award.

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

Senior Boy Athlete of the Year:
All senior boys athletes who have lettered their senior year and have not served an alcohol/tobacco/drug/crime suspension their senior year are eligible for this award. The award will be selected by the following criteria:
1. Most athletic letters won over their high school career
2. If a tie exists we will use the following to break the tie
a. Most State Medals
b. Most District Medals
c. Most Conference Medals
d. Highest GPA
e. If tie still exists it will be awarded to all athletes tied

Virgil Swanson Memorial Girl Athlete of the Year Award: Any sophomore, junior, or senior girl athlete who meets the following requirements is eligible for the Virgil Swanson Memorial Girl Athlete of the Year Award. The head and assistant coaches for each sport rank the players for their sport on a point system and those points are totaled. The player with the highest point total receives this award. The requirements are
1. To have a "B" (85%) average
2. To have lettered in two sports during her high school career
3. To be participating in two sports in the current year
4. This excludes student managers who have lettered.

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

Soccer Awards:

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

Wrestling:
Most Pins: Greatest number of pins in a varsity competition.
Most Near falls: Greatest number of near falls in a varsity competition.
Most Takedowns: Greatest numbers of takedowns in varsity competition. Most Improved Wrestler:
- Improvement on winning percentage from previous year
- Improvement from beginning of year to end of year.
- Adversity that was overcome during the year.

Wrestler of The Year:
- Most team points acquired
- District and State tournament
- Season consistency
- Seasonal Leadership
- Attitude and work ethic

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

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

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

Social Functions: School dances are for students and their dates as well as for SCHS staff. Outside dates are permitted as long as the date is approved by administration and are 20 years of age or less. These people must be willing to conform to all school regulations. The STUCO Back-to-School Dance is one exception. Only students enrolled at Schuyler Central High School may attend the back to school dance. Students will be admitted during the first hour of the dance, and are expected to stay until the end of the dance. Once students choose to leave, they will generally not be re-admitted to the dance. Activities held during the week shall end by 11:00 p.m. School dances will be scheduled from 7:30 p.m. to 11:30 p.m. on weekend dates or 12:00 a.m. if the dance is held on a Friday night. A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation. Each person that attends the dance will be subject to a Breathalyzer.

## HOMECOMING PROCEDURES

Step #1 To be eligible for Homecoming royalty you must be:

- Senior Status (minimum of 180 credits)
- Be enrolled in your 7th semester of high school
- GPA 2.5 or Higher
- Must be a full-time student

All students who meet the criteria will be placed on the first ballot which will be voted on by the “S”-club and Student Council with students in both organizations receiving only one vote.

Step #2 The top 5 boys and the top 5 girls who meet the following criteria will be selected for royalty court: (example: If a tie occurs for number 5, we will take a 6th candidate for both the boys and girls.)

- Participation in a minimum of two NSAA sponsored activities their Jr. year.

Activities include: Cross country, football, volleyball, softball, basketball, girls and boys wrestling, girls and boys golf, girls and boys soccer, track and field, music, play production, speech, cheerleading, and dance team.

- No activity suspension for their high school career
- No ISS or OSS during their Jr. year
- Not under the supervision of the court system (probation, etc)
- From these 10 candidates a popular vote of the student body will occur to determine the King and Queen winners to be crowned after the football game on the football field.

(The administration reserves the right to make special exceptions to these guidelines as they see fit.)

## TRANSPORTATION TO AND FROM EVENTS

Head Coaches are required to ride the bus to and from events to supervise athletes. Assistant Coaches may be relieved of these duties on rare occasions if approved by the head coach. In rare circumstances the AD can suspend this rule for a Head Coach if the situation warrants.

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

## RESIDENCY POLICY

While we understand all employees have different situations. We believe that our entire community benefits when our teachers, coaches and sponsors choose to live in our district. Therefore, we will continue to provide incentives for teachers who move here. We will also make it a priority to hire all coaches/sponsors but especially Head Coaches who are willing to move into the district.

## UNIFORMS

Team issued warm-ups will not be worn as a travel suit or worn during normal school days. Uniforms/Warm Ups will be purchased on a rotation basis and available from your AD. If you have more athletes than uniforms, please see the AD office.

## BOOSTER CLUB

For a number of years we have had an active booster club that raises money to help provide our athletic programs with items that go above and beyond district expenses. The booster club will work through our AD office to solicit items requested by coaches. These requests must be approved by the AD and should be items that are luxury as opposed to necessity for a sport. Clothing items such as travel suits, towels and warm ups are items that will not be approved.

# COACHES CLINICS

$100 per coach is allowed for clinics, school transportation will be provided and must be registered with AD with prior approval. If a head coach and assistant coach wish to attend a clinic, it should be included in their requisition. Expenses beyond the annual $100 will need to be taken out of the club account.

## CONCESSIONS

Organizations may sign up to do concessions for home events. The procedure for payment is, “you make it, you take it, less 10%”. The 10% kept by SCHS will be used for equipment improvements for our concession stands as well as the consumables such as popcorn, bags, oil, etc.. Suggestions for these improvements should be made to the AD office. In the event that you are running a club event or some other outside event, where you are bringing in a lot of other items to sell, you may elect to pay for the cost of items sold plus $200 a day for concession stand use.

## TELEPHONES AND SOCIAL MEDIA

In today's day and age we have become very dependent on our cell phone. At times phones and other electronic devices can be a large distraction from the task at hand. Coaches have the right to apply specific electronic device rules within reason during their activities.

Social Media can be a great tool to promote positive activities within our school. However, coaches, athletes and parents need to avoid negative posts or replying to other negative posts. These posts should be brought to the Head Coaches and AD's attention so they can be handled appropriately. Coaches should also spend time with their athletes teaching them to use social media appropriately and may have specific policies that relate to social media.

## STATE CONTESTS

Coaches that attend state contests when Schuyler teams are not involved will get permission from the Athletic Director. Only the HEAD COACH will be excused to attend the tournament or meet for one day out of school. Coaches may attend the tournament or meet additional days that are not scheduled at the same time classes are in session or take a PTO day for this activity.

## STUDENT FEES

| Extracurricular and other programs | General Description of Fee or Material | $ Amount of Fee (Anticipated or Maximum) or Specific Material Required |
|---|---|---|
| Athletic Programs | | |
| 1. Admission | Spectator fees for admission to events | $5.00 per event maximum. Students may purchase an Activity Ticket for $30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA. |
| 2. Athletic Physicals | NSAA required athletic physicals | Cost varies; payable directly to the student's physician or clinic. |
| 3.Equipment and attire | Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, | Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular |

<table>
<tr><td></td><td>equipment, or other items associated with the sport or activity.</td><td>sports or activities include:<table>
<tr><td>Activity</td><td></td></tr>
<tr><td>Basketball</td><td>No additional</td></tr>
<tr><td>Cross County</td><td>No additional</td></tr>
<tr><td>Football</td><td>Mouthpiece</td></tr>
<tr><td>Golf</td><td>Golf bag & clubs</td></tr>
<tr><td>Soccer</td><td>Soccer shin guards</td></tr>
<tr><td>Softball</td><td>Softball glove</td></tr>
<tr><td>Speech/Etc.</td><td>Dress attire;<br>copies of research</td></tr>
<tr><td>Track</td><td>No additional</td></tr>
<tr><td colspan="2">Volleyball Volleyball knee pads<br>Wrestling Wrestling shoes<br>Cheerleading and Dance Team Squads Shoes, approved uniforms (top & skirt; jacket, etc), pom-poms and other accessories</td></tr>
</table></td></tr>
</table>

| | | |
|---|---|---|
| Travel meals | Meals | Students are responsible for their own meals while traveling. |
| Camps and clinics | Registration and other costs of camps or clinics | Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense. |

| | | |
|---|---|---|
| Marching Band and Musical Groups | Equipment and attire. | Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories for their own uniforms. The school will supply uniforms for the marching band and choir robes; students required to have uniforms and robes |

| | | |
|---|---|---|
| | | cleaned. |
| Clubs/Organizations | | |
| Future Farmers | | |
| (FFA) | State & national dues, meals and activities | Annual dues not to exceed $14.00 per club. |
| Future Career/ | | |
| Community Leaders (FCCLA) | State & national dues, meals and activities | Annual dues not to exceed $15.00 per club. |
| National Honor Society | State & national dues, meals and activities | No annual |
| Science and Math Club | State & national dues, meals and activities | Annual dues not to exceed $2.00 per club. |
| Student Council | State & national dues, meals and activities | Annual dues not to exceed $5.00 per club and partial registration fees. |
| | | |
| Social & Recognition Activities | | |
| | | |
| School plays, musicals, and social activities | Admission to events | To be announced |

| | | |
|---|---|---|
| School dances | Admission to prom, homecoming, etc. | To be announced |
| Class dues | | Each of the four secondary classes may assess its members an amount annually for rental, fee for band or DJ, yearbook, and decoration of dance facilities. Students who do not pay may be denied admission to extracurricular activities supported by the class dues. |
| Trips | Transportation, lodging, meals, | Students are responsible for costs of school sponsored trips where the trip is |

| | | |
|---|---|---|
| | admission to events, etc. | an extracurricular activity. |
| If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count toward graduation credit or grade advancement, and participation on the trip is voluntary for students. | | |

I, [ ], acknowledge that I have received, carefully read, and fully understand the School Activity Handbook for Schuyler Community High School for the 2024-2025 academic year.

I agree to comply with all rules, regulations, and policies outlined in the handbook. I understand that participation in school activities is a privilege, and I am responsible for adhering to the standards of behavior and academic performance described therein.

I am aware that failure to comply with the guidelines may result in disciplinary action or loss of privileges as determined by school administration.

By signing below, I confirm my commitment to upholding the principles and expectations set forth in the School Activity Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

---

## Reconocimiento del Manual de Actividades Escolares

Yo, [ ], reconozco que he recibido, leído cuidadosamente y entendido completamente el Manual de Actividades Escolares de Schuyler Community High School para el año académico 2024-2025.

Me comprometo a cumplir con todas las reglas, regulaciones y políticas descritas en el manual. Entiendo que la participación en actividades escolares es un privilegio, y soy responsable de adherirme a los estándares de comportamiento y desempeño académico descritos en él.

Soy consciente de que el incumplimiento de las directrices puede resultar en acciones disciplinarias o pérdida de privilegios, según lo determine la administración escolar.

Al firmar a continuación, confirmo mi compromiso de mantener los principios y expectativas establecidos en el Manual de Actividades Escolares.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Tutor: _____ Fecha: _____

# SCHUYLER COMMUNITY SCHOOLS

## 2024–2025 Student Handbook

## Home of the Warriors

## Complete Handbook Online
## www.schuylercommunityschools.org/page/handbooks-forms



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# District / School Board Information

**WELCOME TO SCHUYLER COMMUNITY SCHOOLS**

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

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

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

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

**Schuyler Community Schools Mission Statement**
**strive – commit - succeed**

## Schuyler Community Schools Vision Statement

Schuyler Community Schools, in partnership with students, parents, and the community, is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society.

## Schuyler Community Schools Belief Statements

1. We believe that students, teachers, administrators, parents, and the community share the responsibility for student learning, therefore we will promote communication and involvement among all involved in the education of our students.

2. We believe that students learn best when they are actively engaged in the learning process, therefore we will use a variety of teaching strategies to meet the needs of all learners.

3. We believe students need the reading, writing, math, and problem solving skills that enable them to be life-long learners; therefore, we will follow our continuous school improvement process.

4. We believe our students should be valued, safe, and secure, therefore we will provide a learning environment that is physically, socially, and emotionally healthy.

5. We believe that we are accountable for student learning; therefore we will use available information to guide instructional decisions.

### Members of the Board of Education for Schuyler Community Schools

President – Richard Brabec
Vice President – Brian Vavricek
Treasurer – Amanda Jedlicka
NASB Delegate – Renee Sayer
Secretary – Virginia Semerad
Member –Chuck Misek

## Schuyler Community Schools Board of Education Objectives

• A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.

•Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

•School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity and a welcoming environment for parents and the community.

•The library/media/technology program provides a wide range of accessible print and electronic resources that expand opportunities for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

•A curriculum that is based on state standards comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.

•Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

•A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.

•A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.

•Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.

•An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough

yet with sufficient depth to allow education for all of the students.

•An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.

•A welcoming environment for parents and the community.

### Schuyler Community Schools Buildings

Schuyler Community Schools District Office
120 W. 20th St.
Schuyler, NE 68661
(402) 352-3527

Schuyler Central High School
401 Adam St.
Schuyler, NE 68661
(402) 352-2421

Schuyler Middle School
200 W. 10th St.
Schuyler, NE 68661
(402) 352-5514

Schuyler Elementary School
2404 Denver St.
Schuyler, NE 68661
(402) 352-9940

Fisher's School
1098 RD J
Schuyler, NE 68661
(402) 352-3700

Schuyler Preschool
100 E. 15th St.
Schuyler, NE 68661
(402) 352-2628

## Faculty and Staff Information

**ADMINISTRATIVE STAFF:** Dr. Bret Schroder– Superintendent
Vicki Jones – Technology Coordinator
Dr. David Cunningham – SCHS Principal
Samantha Ladwig –SCHS Assistant Principal
Josh McPhillips – SCHS Asst. Principal/AD
Teri Ruybalid - SMS Principal
Josh Rowan - SMS Asst. Principal/AD
Bill Comley - SES Principal
Alicia Keairnes - SES Principal
Heather Bebout - Fisher's Principal

**PROGRAM COORDINATORS:**
Dr. Dave Gibbons – Director of Curriculum/SIP Coordinator
Darli Vrba – SPED Director

**SCHS CERTIFIED STAFF**:
English - Colton Spahr, Abby Linnerson, Matthew Grady, Jennifer Torpin**,** Elizabeth Lickei
Mathematics – Erin McKee, Staci Shonka, Sandy Pospisil, Lily Shafer, Josephine Pabellano
Science – Katelyn Wiegand, John Sayer, Nick Wilcox, Mark Wemhoff, Dorina Ramos
Social Studies – Jordan Haas, Isaac Cook, Audrey Blaser, Seth Paesl
Alternative Education– George Lower
Agriculture –Casey Harper, Hal Moomey, Abbie Pieke
Art – Michael Trotter
Business –Grant Torpin, Robbi McKenny, Kayla Tuttle
EL – Rommell Miranda, Jazmyn Flores, Clarissa Eloge
Family Consumer Science –Daisy Mejia
Library Media Specialist -Drey Keairnes
Modern Language – Lilibeth Estrada
Music –Morgan Semerad
Physical Education – Anthony Bolen, Austin Hauptman, Scott Mollring
School Counselors – Wade Brashear, Katherine Bertrand
S.P.E.D. – Angela Schwarte, Shana Schrier, Brooke Rowan,

Speech Pathologist - Sandy Cerny
Industrial Technology – Mark Wemhoff, Duane Matson
Technology - Dan Rinkol

**SCHS PARA EDUCATORS**: Amy Mendez, Missy Korth, Margarita Avalos

**SCHS SUPPORT STAFF**: Alejandra Dimas, Diana Martinez, Juan Melendrez, Renee Brabec, Jamie Ramirez, Flornsia Ramon, Coralie Shonka, Melissa Bulin, Maria Bazan, Maria Arciva, Arturo Adame, Rita Martinez, Jose Ramirez, Ramona Rodriguez, Sheila Trainer, Erin Trotter, Cori Vavricek

**SMS CERTIFIED STAFF**
English Language Arts - Julee Jaixen, Jill Domina, Arlene Diamante, Kristian Rocha, Roy Dalisay, Amanda Richards
Math - Guillermo Gutierrez, Adam Robinson, Bernadette Bowling, Ernalyn Balicat
Science - Kasey Nolan, Jacob Twibell, Jay Danila
Social Studies - Amy Sigler, Robert Stewart, Mike Baptiste
SPED - Kylahn Freiberg, Tyrell Reichert, Caitlin Becker, Lisa Lubken
EL - Angela Wemhoff, Rod Ruybalid
Music - Morgan Semerad, Lowgaen Schmidt
PE - Julie Cunningham, Emily Neujahr, Jon Bos
Library Media Specialist - Shanda Hall
Family Consumer Science - Carol Rigenberg
STEM/PLTW - Jarred Ulferts
Business - Cindy Beebe, Lauri Novacek

**SMS PARA EDUCATORS**
Geralyn Shannon, Alma Palafox, Karina Alarcon, Carmen DeNava, Brayden Rocha, Misty Storms, Mary Herrera, Paloma Arciva, Janelle Rocha

**SMS SUPPORT STAFF**
Jaidy Lopez, Marisela Lopez, Kellie Pleskac, Matt Wachal, Olga Castillo, Miguel Millan, Vicki Mefford, Rebecca Williams, Sally Roh, Guadalupe Encarnacion

**SES CERTIFIED STAFF**
Kindergarten - Luz Cano, Severo Sumortin, Shala Ostberg, Sharon Overlien, Annalisse Stover, Lillian Thompson, Katie Vavrina, Kaitlyn Brandl
1st Grade - Sarah Gahan, Brante Hayes, Jasmin Lopez, Lisa Terrell, Raenelle Thoms, Taylor Wilke, Glonie Billoso, Barbara Raya
2nd Grade - Lindsay Beaumont, Jodi Brabec, Rona Cariit, Jill Mendlik, Severo Sumortin, Luz Cano, Meghan Wolfe
3rd Grade - Brenda Allgood, Kari Bazata, Tonia Heard, Megan Holub, Cesar Rodriguez, Brenda Orozco, Alexie Tejral, Kristi Benck
4th Grade - Tessia Keller, Pamela Palangan, Evelyn Recinos, Nicole Placek, Andra Pracheil, Nadia Torres, Aprilyn Gabayan
5th Grade - Lexi Brester, Mylissa Krupka, Corrine Mueller, Lesli Osorio, Joan Gilbuena, Evelyn Recinos
Library Media Specialist - Becky Black
SPED - Eileen Gahan, Doreen Gibbons, Kelly Kort, Marcos Quintero, Jacqueline Poulas
EL - Deb Schueth, Sherri Klaassen, Jolene Scheffler
PE - Pat Halvorsen, Jason Wehner
Art - Hope Pedersen
Music - Nicole Taylor-Liermann, Stephanie Pearson
Band - Lowgaen Schmidt
Counselors - Annette Sanchez, Vanesa Munoz
Nurse - Tori Oehlrich

**SES PARA EDUCATORS**
Mariluz Delgado, Natividad Millan, Kathy Kaasch, Ashley Deleon, Kim Hajek, Amber Deleon, Alma Tena, Sandra Flores, Kathy Moran, Jonelle Simon, Jessica Vanicek, Sherri Spale, Cynthia Liges, Michelle Shonka, Maria Arciva, Mary Duplanti, Daisy Guerrero, Diana Mondragon, Rosalba Valerio, Daysi Magana, Veronica Beltran, Blanca

Chavez, Beatriz Corona, Rosa Gutierrez, Ana Nilo, Karina Reynoso, Elizabeth Pedro

**SES SUPPORT STAFF**
Ariana Alarcon, Esmeralda Gomez, Irma Ramirez, Kimberly Viquez, Mickaela Vazquez, Eduardo Carvajal, Alfredo Millan, Patricia Chaparro, Maria Loya, Rosa Murillo, Nida Wachal, Aurora Avila, RaNae Blum, Noelia Encarnacion, Aida Hernandez, Veronica Marentes, Maria Oviedo, Sherri Sobota

**FISHER'S CERTIFIED STAFF**: Baylie Richtig, Jennie Stutzman, Rachel Stuehmer, Aries Galas

**FISHER'S PARA EDUCATORS**: Jessica Prusa, Brittani Swanson, Vicky Borman

**FISHER'S SUPPORT STAFF**: Marcia Jedlicka, Kellie Pleskac

## Intent of Student/Parent Handbook

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It is not a contract and should not be relied upon as such; however, it sets forth the rules and regulations of the school and the behavioral standards for students. The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available online at www.schuylercommunityschools.org. Those who have questions about the handbook should refer to the policies, or direct their questions to the building principal or the superintendent of schools.

## General Information and Procedures

The school building is the place where we work, study, and learn. The building will generally be opened to students at 7:30 a.m. on regular school days. Classes begin at 8:05 am and dismissal is at 3:30 pm. unless there is an early dismissal. Students should leave school by 4:00 p.m. unless under direct teacher supervision. The school is not responsible for supervision of students once students have left school grounds.

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

## Chain of Command

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

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at step 2
- Step 4. Address the concern to the board of education if the matter is not resolved at Step 3.

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

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible depending on the nature of the complaint and the need for prompt resolution.

## Visitors

Visitors must report to the main office when visiting Schuyler Community School buildings. ALL visitors need a visitor's pass to be in our school building. Former students are welcome to visit with a teacher or other employee as long as the visit is pre-arranged with the teacher, or employee, and the principals' office is notified by the teacher in advance. Former students are not allowed to visit students in the lunchroom or other locations during the school day.

## Announcements

Daily announcements regarding school activities, club meetings, and general school information will be emailed daily, read during announcements, and displayed on a TV monitor in the commons area. Announcements submitted must have sponsor and/or principal approval. Posters to be hung in the hallways need administrator approval prior to being displayed.

## Copy Machines

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

## Copyright and Fair Use Policy

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

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

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

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

## Library/Media Center

The Schuyler Community Schools Libraries (SES, SMS, SCHS, and Fisher's) are considered "quiet" areas and all students are expected to study quietly to maintain a desirable atmosphere for study. Small group study may be done quietly and with permission of the library media specialist. The library serves both students and faculty. Its collection consists of many different types of materials including periodicals, reference materials, nonfiction books, fiction, and computer-based resources.

## Locker Searches and Other Types of Searches

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

and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis or cause to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon
as practicable.

Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process, (i.e. "nuisance items") may be removed from student possession. While students may decorate or personalize their locker, some items are not suitable for display in lockers. These items are: ads or references to tobacco, alcohol, or other drugs, pictures which are found to be offensive to school personnel or other students, and language or graphics which can be termed profanity, or are otherwise inappropriate. Care should be taken when decorating lockers to use materials that are not permanent in nature, as lockers will need to be cleaned at the end of the school year. Disciplinary consequences may be assigned to students who damage a locker, store prohibited substances in it, or disable the lock mechanism.

## Lost & Found/ Lost or Damaged Items

Lost and found items are to be brought to and claimed from the office. Items not claimed at the end of the school year will be given to a charity organization. Students are to demonstrate respect for school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school and/or staff property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

## Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee the student's property will not be subject to loss, theft, or damage.

## Messages to Students

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

## Safety

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

## Bell Schedules

SCHS Regular Schedule

PERIOD 1 8:05 am – 8:52 am
PERIOD 2 8:55 am – 9:42 am
PERIOD 3 9:45 am – 10:32 am
PERIOD 4 10:35 am – 11:22 am
PERIOD 5/LUNCH 11:25 am - 12:42 pm

SMS Regular Schedule

First Bell 7:58
Warrior 8:05-8:33
PERIOD 1 8:36-9:21
PERIOD 2 9:24-10:09
PERIOD 3 10:12-10:57

PERIOD 6 12:45 pm - 1:32 pm
PERIOD 7 1:35 pm - 2:22 pm
FOCUS 2:25 pm - 2:40 pm
PERIOD 8 2:43 pm – 3:30 pm

PERIOD 4 11:00-11:45
PERIOD 5/LUNCH 11:48-1:06
PERIOD 6 1:09-1:54
PERIOD 7 1:57-2:42
PERIOD 8 2:45-3:30

SCHS FOCUS Time
The mission of FOCUS is to create an environment where students feel a sense of belonging by creating connections with peers and their teachers while learning respect, responsibility, and work ethic. FOCUS is a time for creating a community through goal setting, competitions, and character building. FOCUS groups will meet Monday-Friday.

SMS WARRIOR Time
Warrior time at Schuyler Middle School will be a time where students will receive extra instruction in important subjects and enrichment in grade level groups as well as building relationships and learning about important social skills and character development lessons. Students that are missing work will be given time once per week to meet with teachers during Warrior time to get caught up and extra help.

## Emergency Procedures

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

KTTT 1510 am Columbus KLIR 101.1 fm Columbus KJSK 900 am Columbus
KFAB 1110 am Omaha KKOT 93.5 fm Columbus KZ 100 fm Columbus
KOLN Channel 10 Lincoln KHUB WAG 78
KEXL 106.7 KETV Channel 7
KLKN TV Channel 8 Channel 11

After School Starts:

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

What Not To Do:

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

Emergency Conditions:

The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an emergency exit system, tornado warning system, and critical incident response and posted in every classroom.

Campus Messenger:

Schuyler Community Schools will be using Campus Messenger, Apptegy, and Rooms to deliver several notifications

by phone and/or email to parents/guardians and staff regarding different matters depending on your student's grade level and also district wide. These notification systems will allow information to be sent concerning student attendance, student behavior, school reminders of events, report cards, meetings, conferences, emergency notices, school closings and late starts via email or telephone depending upon the parent/guardian and/or staff preference. This service for parents/students is automatically registered at no cost.

## SES/Fisher's School Specific Information

**Field Trips**
Part of the educational program of the school includes learning activities that take students away from their regular meeting place by transportation. These activities often cannot be duplicated in the regular classroom and provide students with valuable education, musical, cultural, or artistic opportunities. Such trips are made only with the written permission of a parent or guardian. The teaching staff schedules these educational excursions. All field trips 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.

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

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

**Library/Media Center at SES**
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.

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

| | |
|---|---|
| **Third Tardy** | **Verbal communication from administration** |
| **Fourth Tardy and Beyond** | **Meeting with parent, child, administration, teacher, and potentially law enforcement** |

**SES ARRIVAL AND DISMISSAL**
**Arrival:**

1. Students should not arrive at school before 7:45 a.m. unless the student is eating breakfast at 7:30 or school personnel have requested them to arrive before that time. The school cannot assume responsibility for children who arrive earlier. The tardy bell rings at 8:10 a.m.
2. Students cannot enter the building before 8:00 a.m. unless they have a pass/note from a teacher or a parent **breakfast in our lunchroom.**
3. Students are not to play on the equipment or play games while waiting to come inside.
4. K-5 students are required to participate in the SES Walking Club. We have developed the SES Walking Club to eliminate conflicts between students that were happening as they waited on their assigned classroom line. We have seen a huge benefit of our students walking before school. Our students are more alert and focused on learning.
5. When the bell rings, playground supervisors will give the students permission to enter the building. When the students enter the building, they are expected to be quiet. They should go directly to their lockers and then into their classrooms.

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

**Dismissal**
All students must leave school property by 3:45 p.m. each day unless attending the After School Program. The school cannot assume responsibility for children who remain on school grounds after dismissal. If students are in the building after 3:45 p.m., they must be under the direct supervision of a teacher/sponsor/coach. Students are NOT to be out of their designated areas once they leave the building, but are still on school property. Parents should make an effort to drop off and pick up their children relative to where their children enter/leave the building each day. **If a child is left at school after 4:00 p.m., he/she will be promptly taken to the Schuyler Police Department hence this is where the parent will need to pick up his/her child.** In the case of a parent being continuously late, the administrative team will send a letter to the county attorney to make him/her aware of this situation.

**Student Conduct Between Home and School:**
Parents/guardians are responsible for their child's conduct en route to and from school.

**SES Enrollment Requirements**
Entrance Age: Any child who is five (5) years of age on or before July 31st may enter Kindergarten at the beginning of the school year. A Kindergarten Registration will be held before school starts to complete all the necessary paperwork.

# Summary of the School Immunization Rules and Regulations

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

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

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

# Immunization Enrollment Requirements

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

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

**Please note:** The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of Vital Statistics.
If a birth certificate is unavailable, other reliable proof of a student's identity must be used. These documents could include naturalization or immigration documents showing date of birth or country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

**Medical Physical**
State law requires a student entering Kindergarten to have a doctor's physical upon the date of entrance. Should we have something on immunizations and up to date shot recorders as required by law?

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

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

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

**Asthma and Allergic Reaction Protocol**
The district has adopted and implemented the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. Copies of Schuyler Community Schools' protocol can be requested from the school nurse.

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

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

**Training Required for All Operators:**

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

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

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

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

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

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

**Child Abuse and Neglect:**
All members of the SES staff are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

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

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

**Insurance:**

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

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

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

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

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

# SCHUYLER ELEMENTARY DISCIPLINE

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

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

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

**Schuyler Elementary Discipline Policy**

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

Discipline is not something that simply does or does not exist in school; it is an essential part of learning. Discipline is something that must be consciously and energetically pursued and taught. It is the means by which students are nurtured to learn, to develop responsibility and ultimately, to control their own actions. Discipline is a social necessity; it is the essence of learning.

**Level 1: Minor Infractions**

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

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

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

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

**Level 2: Major Infractions**

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

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

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

Student discipline will be communicated to parents and guardians by the classroom teacher. If an office referral is given, the administrator will communicate the situation and further consequences with parents/guardians.

**Safety**

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

**Bicycles and Skateboards**

Bicycles rode to school should be walked once they are on school property and then parked immediately in the

appropriate bike rack. The school is not responsible for lost or damaged bicycles. Students are not to ride bikes on the playground area or on the sidewalks. Skateboards and roller blades are not allowed on school property.

**Buses: (References: Board Policy 801.01 and Neb. Rev. Stat. 79-318-79-602 and 79-607-79-608)**
The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. After due warning has been given to the student and to parents/ guardians, the principal may withhold from the student the privilege of riding the school bus.

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

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

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

**Hallways**

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

**Playground**

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

Consequence: Any student who is unable to follow these rules will not have playground privileges for up to 5 days. During recess, the student will be required to take time out of their recess to be retaught the expectations. Continued misbehavior will result in further discipline at administrative discretion.

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

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

# Schuyler Middle School Specific Information

**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 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 day. Homework Zone will be every day after school from 3:40 – 4:00 p.m. A student missing an assignment or required work will be entered into the Homework Zone list and will be asked to stay after school. It is the responsibility of the student to contact their parent or guardian if they are assigned to Homework Zone. During Homework Zone time, a student will work on missing assignments for that school day. Once the assignment is completed satisfactorily, and the work is turned in to the supervising teacher, the student will be dismissed. If a student skips their assigned Homework Zone time, the student will be reported and assigned a consequence by the assigning teacher. Consequences for skipping may include, but not limited to, referral to the office, before or after school detention.

**SMS Summer Attendance and Academic Recovery**

**Purpose**

The purpose of SMS Summer Attendance and Academic recovery is to ensure that Schuyler Middle School students have an opportunity to reclaim any missed learning opportunities due to excessive absences or due to academic failure.

**Qualification**

1. Students that end the school year with 2 or more failing grades in Mathematics, Social Studies, English Language Arts, or Science will be required to attend.
2. Additionally any students that end the year having reached an absenteeism rate considered by the state to be excessive absenteeism will be required to attend.
3. Students that are failing 1 class in Mathematics, Social Studies, English Language Arts, or Science that have more than 20 days of absence.

**Timeframe and Coursework**

Students will attend Summer Recovery time during the month of June as scheduled by SMS administration. Students attending SMS Summer Attendance and academic recovery will be assigned coursework through APEX learning modules and complete their coursework online. Teachers that teach the core coursework in which the student earned a failing grade will work with administration and SMS Summer Attendance staff to assign appropriate coursework that the student missed through failure or poor attendance.

**Requirements for attendance and connection to Schuyler Central High School:**

Students in 8th Grade that qualify for this program and do not complete the coursework or attend will have their information turned over to the High School, which will communicate their expectations before they can start 9th grade coursework. Students attending SMS Summer Attendance will be required to attend all 5 days and complete the assigned coursework. If a student does not complete their coursework or fails to attend the student will be required to finish the coursework at the beginning of the next academic school year.

**Specific Rule Items SMS**

The following are examples of conduct that may result in disciplinary action, in which repeated violations may result in discipline up to expulsion:

1. Candy and other food items are only allowed in classrooms by permission of the classroom teacher.
2. Gum is **NOT** allowed in the Field-House under any circumstances.
3. The school vending machines will be managed in accordance with federal food service guidelines.
4. Students are expected to bring all books and necessary materials to class.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not allowed to store food in their lockers unless expressly given permission by a teacher or administration.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Throwing snow or snowballs is not allowed
12. Students are to maintain an orderly hallway; they are not to run, yell, or roughhouse when walking in the hallways between classes or during class time.

## Student Conduct and Discipline Code SMS

**Classroom Referral**

If a student receives a classroom referral from a teacher, they will receive appropriate disciplinary sanctions from the teacher giving the referral. The teacher may contact parents as he/she deems necessary.

**Office Referral**

If a student receives an Office Referral, they will be sent to the guidance center, if guidance center is not available then the student will report to the assistant principal or principal. Depending on the severity of the infraction, students may receive further disciplinary action after conferencing with the principal or assistant principal.

The administration will contact parents or guardians and may ask to set up a meeting between administration, the guidance counselor, classroom teachers, students, and their families.

**Administrative Prerogatives**

1. Any illegal activities will warrant police involvement.
2. The Principal or administrative designee has the final authority to set level and consequence for specific violations.
3. The disciplinary section of the handbook is NOT an all-inclusive list of behaviors.
Handbook compliance in regard to discipline will adhere to Board Policy 503.03
4. See General Discipline Philosophy for additional details

**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. Students that are suspended will be expected to keep up with schoolwork by checking their school issued Google email account and all google classroom enrollments. Any student under any type of suspension or expulsion may not attend/participate in any Schuyler Middle School activities.

**Additional Student Conduct Expectations and Grounds for Discipline.**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the

school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. 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 that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pant, low-cut shirts, etc.) or clothing that is revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, shorts, skirts or athletic shorts that expose undergarments or inappropriate amount of bare skin or otherwise of an appropriate size and fit.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
d. Head wear including hats, caps, bandannas, and scarves.
e. Clothing or jewelry, which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
f. Clothing or jewelry that is gang related. (Ex. Marilyn Monroe gang t-shirts)
g. Visible body piercings that can be determined to create a safety concern or constitute a disruption or distraction to the learning environment. (Example: golf tees as gauge spacers)

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 or appropriate apparel may be provided by the office and will be returned at the end of the school day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. 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 more stringent discipline, up to expulsion.

**Body Piercing Jewelry and Tattoos Policy**

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

**Academic Integrity**

**Policy Statement**

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

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

**Definitions:**
Schuyler public schools definition of academic integrity is explained under SCHS code of conduct

**Sanctions:** The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

**Academic Sanction** The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

**Report to Parents and Administration** The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

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

**Personal Electronic Devices**

**Philosophy and Purpose**

The District strongly discourages students from bringing and/or using personal electronic devices at school. The use of personal electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of personal electronic devices, the District hereby establishes the following rules and regulations governing student use of personal electronic devices, and procedures to address student misuse of personal electronic devices.

**Definitions**

(1) "Personal Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, wireless earbuds, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

**Possession and Use of Personal Electronic Devices.**

(1) Students are not permitted to possess or use any personal electronic devices during class time or during passing time except as otherwise provided by this policy. Students are required to keep cell phones turned off and stored in the locker during the school day. Students may ask to store cell phones or other electronic devices in the administrative office for safekeeping during the school

day
(2) Students are permitted to use personal electronic devices before and after school hours, provided that the student doesn't commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
(3) Personal electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
(5) Headphones, earbuds, both wireless and wired, can be used in classrooms with the expressed permission of the classroom teacher. Headphones, earbuds both wired and wireless may not be worn in the following areas for safety reasons: Cafeteria, Hallways, and Fieldhouse.

**Prohibited Use of Electronic Devices:**

Students shall not use electronic devices for:
(a) Activities that disrupt the educational environment;
(b) Illegal activities in violation of state or federal laws or regulations;
(c) Unethical activities, such as cheating on assignments or tests;
(d) Immoral or pornographic activities;
(e) Activities in violation of Board or school policies and procedures relating to student conduct and harassment;
(f) Recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
(g) "Sexting;" or
(h) Activities that invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

**Penalties for Prohibited Use of Electronic Devices**

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion. Students that receive a "sexting" message are to immediately report the matter to a school administrator. Students shall not participate in "sexting" or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity.

**Reporting to Law enforcement**

Violations of the school's electronic device policy that may also constitute a violation of federal or state laws and regulations, including but not limited to the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention act shall be reported to appropriate legal authorities and law enforcement.

**Confiscation of personal electronic devices:**

Personal electronic devices used in violation of this policy may be confiscated by school personnel, placed in an envelope, and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken at the earliest possible time to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

**1st Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or

assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

**2nd Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

**3rd and subsequent violations**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and Saturday school or In-School-Suspension. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

**Responsibility for Electronic Devices**
Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

**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 must be carried while on school property and are not to be ridden on their sidewalk.

**SCS Field House**
All SMS expectations apply for student behavior in the Field House, along with additional rules and expectations that are posted in the Field House tab on the Schuyler Community Schools website.

**Buses**
The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus. Our goal for the bus driver is to provide a safe, efficient, and reasonably accommodating means of transportation for our students. As a student, you have certain responsibilities when you ride a bus for an activity. Please observe the following rules/courtesies:

1. Students are to remain seated and facing forward at all times.
2. Talking should be done in a quiet manner. Remember, a given level of noise can be very distracting to a driver when the traffic is heavy or the weather is bad.
3. No hanging out of the windows.
4. No objects are to be thrown in or out of the bus.
5. No shouting or unnecessary noise.
6. No shoving, fighting, spitting or littering.
7. Conduct that is rude, discourteous or annoying is prohibited.

8. Aisles must be kept clear and unobstructed.
9. Students will board and depart the bus in a quiet, orderly, and courteous manner.
10. Silence should be observed at all railroad crossings.
11. The last thing that students should do before they get off the bus is to make sure they pick up papers, cans, etc. that they may have dropped.

**Specific Rule Items**

The following conduct may result in disciplinary action, in which repeated violations may result in discipline up to expulsion:

1. Candy and other food items are only allowed in classrooms by permission of the classroom teacher.
2. Gum is NOT allowed in the Field-House under any circumstances.
3. The school vending machines will be managed in accordance with federal food service guidelines.
4. Students are expected to bring all books and necessary materials to class.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to allowed to store food in their lockers unless expressly given permission by a teacher or administration.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Throwing snow or snowballs is not allowed
12. Students are to maintain an orderly hallway they are not to run, yell, or roughhouse when walking in the hallways between classes or during class time.

**SMS policy for bullying and harassment, and inappropriate public displays of affection are defined under SCHS code of conduct.**

# Schuyler Community Schools Food Service

Breakfast is served daily from 7:30 am to 8:00 am each school day. Breakfast has four components offered of which students are required to take three. Breakfast is $1.65 per meal.

The Schuyler Central High School federal lunch program has facilities that serve the entire student body. **Student lunches are $2.60**, adult meals are **$4.30**. The cost for individual lunch items is announced on an annual basis. Deposits will not be accepted during lunch periods. Students should carefully examine the account balance that appears on-screen each day after the bar code card is scanned. This information indicates the balance remaining prior to charges for the day's meal. Students will not be allowed to charge any items to their lunch account that would cause the account to have a negative balance. Due to federal lunch program reimbursement regulations, a student may not purchase a lunch for another student. Barcode replacement cards are available in the main office. To receive a replacement card, students are charged **$5.00** for that card and any card issued after that time.

Our school offers nutritious hot lunches and breakfast every school day that we are in session beyond noon. The price for breakfast will be $1.65, reduced breakfast will be $.30 and the price for hot lunch or salad bar is $2.60, reduced lunch will be $.40. Breakfast for adults wishing to eat at the SCHSwill be $2.65 and lunches for adults wishing to eat at the SCHS will be $4.30. Students may be required to bring money or food for field trip lunches and similar activities. Otherwise, a sack lunch will be provided at the regular student meal rate. Students who bring lunch will eat in the lunchroom. Milk is available for purchase for students who bring lunch. Students shall be expected to conduct themselves in a courteous manner and to follow the cafeteria rules.

The State of Nebraska does an annual review of lunch prices and costs associated with our food program. Schuyler is within a few cents of each of our reviewed program meal costs. See food service balance on the monthly receipt expenditure summary report. We received a letter from NDE notifying us that our lunch prices were too low. We sent a letter for a 1-year exemption, but are required to raise our prices to the recommended levels this year. Breakfast

prices can only increase 5 cents, and lunch prices can only increase 10 cents. Lunch balances can be viewed by students and parents on the Infinite Campus portal.

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

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
4. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
5. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

-A publicly-announced, simple method for making an oral or written request for a hearing.

-An opportunity to be assisted or represented by an attorney or other person.

-An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

-Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

-An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

-An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

-The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

6. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals. 7. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following forms will be available in the office of the Superintendent:
- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Students are asked to cooperate with lunchroom personnel by eating in a responsible manner, consuming all lunch items in the lunchroom, returning trays, silverware, and disposable items to their proper location, and conducting

themselves as young women and men at all times. Disruptive behaviors may result in disciplinary consequences. Suggestions for improving the school lunch program are to be presented to the nutrition staff or to members of the committee that meets with the superintendent and nutrition staff. Students are not allowed to purchase breakfast and lunch meals or á la Carte items for other students. Violations will result in loss of á la Carte privileges, etc. Á la Carte items are offered for purchase for breakfast and/or lunch. For example, students may purchase a second serving of a main entrée, 100% juices, water, snacks, fresh fruit, 16-ounce milks, and more. Students are required to purchase a reimbursable meal before purchasing á la Carte items. There are a few exceptions to this policy. The following items can be purchased without purchasing a meal first. These include the following: milk (any size), water, Propel, 100% fruit juice (any size), and fresh fruit. As long as three different food components are chosen, a meal qualifies and it consists of ½ cup of fruit or vegetables, if not, students will be asked to return to the line to get the required components for a meal.

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

# Student Information

## Parent-Student-Teacher Conferences

Parent-student-teacher conferences will be held during the school year with the student's FOCUS teacher at SCHS, with the student's Warrior teacher at SMS, and with the student's classroom teacher at SES and Fisher's. Refer to the school calendar for the scheduled conferences. Parents and students are encouraged to attend conferences. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers. The parent portal on Infinite Campus is also available for parents to check on grades, attendance, and other vital student information.

## SCHS Part-Time Students

A part-time student shall be any student who does not attend school the entire school day and school year. Students who have reached senior grade classification **or are 18 years of age**, and have obtained **215 credits** may, with parent/guardian approval, request permission to attend school as a part-time student. Application for attending school as a part-time student shall be made to the school counselor on school-provided forms. Part-time students will be expected to **attend four consecutive periods and** observe all stated school rules. Exceptions will be made jointly between the student, parent/guardian, and administration. Part-time students not demonstrating satisfactory performance in coursework and attendance may be required to spend additional time in school beyond their scheduled classes. This time will be scheduled immediately before or immediately after classes in the student's schedule and will be spent working to improve the level of academic performance in scheduled classes.

## Registration

Students will register for the current year in the preceding spring. Students are assigned classes that meet their needs and desires as indicated by their spring registration. New students enroll at the District Office and complete class registration at their respective building.

## Schedule Changes

Because students and parents choose courses in the spring, changes in student class schedules are not encouraged. However, there may be students who wish to change their schedule. If a schedule change becomes necessary, please contact the School Counselor. The school counselor must approve the proposed change. **Schedule changes requested after the start of the semester will be taken under advisement, but might not be honored, unless there are extenuating circumstances**. In this event, the schedule change must be approved by both administration and parent(s)/guardian(s). Careful consideration is necessary at registration time to ensure that the student will

benefit from the schedule of courses chosen.

## Transcripts and Permanent Records

Transcripts will be accepted from authorized schools, and forwarded to other schools when necessary. Paper transcripts will be sent free of charge to prospective employers/schools. After age eighteen only the student has access to their own student records. A parent wanting student records needs written permission from the student. A file can be released to a divorced parent of a student unless there is a court order to restrict information to that particular parent. Step-parents may not be considered legal guardians; a natural mother-father needs to give permission for a step-parent to receive a file/information on a student. Any student wishing to inquire about personal records should contact the school counselor.

## SCHS Transfer Student Enrollment, Grade Placement, Graduation

The professional staff of SCHS reserves the right to determine grade level classification and programs based on standardized test results and other pertinent factors, and to accept or deny waiver of credits, course offerings, or graduation requirements for students transferring from non-approved and/or home schools. Grades earned on another school's grading scale will be converted to the SCHS grading scale. "Weighted" grades from other schools will also be converted to the 4-point SCHS grading scale (A=A, B=B, etc.). Students will be considered enrolled in SCS when proper personal identification, academic, and health records have been filed with the school. Credits cannot be transferred to SCHS from an exempt (home) school or non-approved school (as defined by Rule 10). A student who enrolls in SCHS after having been schooled in an exempt (home) school or non-approved school will not be granted credits for work done in the exempt (home) school or non-approved school.

## SCHS Early Graduation

Students who have reached senior grade classification and have obtained 255 credits may, with parent/guardian approval, apply for early graduation. Application for early graduation shall be made to the school counselor by completing a contract that is in agreement with the parent/guardian, student, counselor, and principal. Students may receive a diploma when they have attained 255 credits, completed all other graduation requirements, and have completed the contract process. Students may graduate after completion of their first semester of their senior year. Students may graduate/receive a diploma at Commencement at the end of the school year, or by arrangement after the Commencement ceremony. Students, who graduate early, may participate in most school events throughout the remaining school year. They may not participate in activities sanctioned by the NSAA (Nebraska School Activities Association).

## Withdrawals

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

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

## Emergency Counseling/Therapy

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

## Summer School

Students may participate in summer school to earn credit toward graduation when situations occur in which they are not on schedule to graduate. Students who participate will be using the online program or, in some subject areas, direct instruction from a certificated teacher.

## Student Assistance Team (SAT)

Certified staff may refer students in need of help including self, peers, family, or school staff. Referral forms can be obtained from the SAT team coordinator. Completed forms can be returned to any staff member. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The Student Assistance Team (SAT) will then meet to formulate an appropriate plan of action in accordance with the MTSS process.

MTSS is a multi-tiered framework which promotes school improvement through engaging, research-based academic and behavioral practices. MTSS employs a systems approach using data-driven problem solving to maximize growth for all. The three-tiered instructional/intervention model is another critical element of MTSS implementation. In a typical system, Tier 1 includes the instruction all students get; Tier 2 includes supplemental instruction or intervention provided to students not meeting benchmarks; and Tier 3 includes intensive, small group or individual interventions for students showing significant barriers to learning the skills required for school success. It is important to consider both academic and social-emotional/behavioral instruction and interventions when examining this domain.

## Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests throughout the year, please view the yearly Assessment Calendar for a full list of assessments found on our website. District assessments, such as MAP and STAR testing, are used to measure student growth and programming effectiveness. State-mandated assessments, such as NSCAS and ACT, are used to measure student performance for school accountability. Each assessment is a unique measure, therefore, it may take students differing amounts of time to complete each assessment. Similarly, the time it takes students to receive results of these assessments vary. An assessment such as MAP provides instant results to students, whereas ACT testing does not provide results for weeks. Whenever possible, students are made aware of when and where they may view their assessment results.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests; 7. Encourage students to relax on testing day.

## Mass Actions

Mass actions such as "skip day" are not permitted. If a mass action is or has taken place, all students without proper

parent verification will be assigned unexcused absences for the time missed.

## Passes

When students leave the classroom for any reason, they need to use an Infinite Campus Hallpass from the teacher to be in the halls going to another destination unless they are accompanied by a staff member. Passes to the office for phone calls initiated by the student will come from the student's teacher. A teacher may deny use of a pass by a student in the event of inappropriate behavior.

## Social Functions

School dances are for students and their dates as well as for SCHS staff. Outside dates are permitted as long as these people are willing to conform to all school regulations, are under the age of 21, and complete all appropriate forms. Students will be admitted during the first hour of the dance. Once students choose to leave, they will not be readmitted. Activities held during the week will end by 11:00 p.m. School dances will be scheduled from 7:30 p.m. to 11:30 p.m. on weekend dates. A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation. Each person that attends the dance will be subject to a breathalyzer.

## Substitute Teachers

Substitute teachers are guests in our school and perform a difficult task in the absence of regular teachers. Students should help the substitute teacher as much as they can so that classes will be effective and students will receive maximum benefit. SCHS teachers will administer appropriate disciplinary consequences when they are a substitute.

## Student Performance Goals

The goal of each student at Schuyler Central High School is to be successful academically and socially during their high school career. It is believed that the following goals will help every student to be successful. Students will be most successful in class if they follow these student performance goals:

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

## Leaving Campus During The School Day

Students who leave school for any reason during the school day must check out at the principals' office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Any student who leaves school without following proper procedure will be counted absent (unexcused) and will be put on the discipline step plan.

## Video Surveillance

The board of education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. The superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### Parking

Parking space for students is located in the west parking lot during school hours. All students in grades 9, 10, 11, and 12 are to park in the lot west of the west gym. The areas south of the industrial technology and west gyms are not considered student-parking areas during the school day. All vehicles driven by students are to be parked in the lots or stalls provided by the school. Cars and other vehicles not properly parked may create problems for emergency vehicles such as fire trucks and ambulances needing to gain quick access to areas of the building or surrounding homes. Therefore, improperly parked vehicles will have to be moved. **Students who park improperly will be warned once and after that be towed at the student's cost.** Students are not to be in the school parking lot during the noon hour or at any other time of the day unless permission has been granted. **Students are not to park in assigned staff parking places, in fire lanes, etc.**

## **Regular and punctual student attendance is required**.

# Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as excused or unexcused. Absences should be cleared through the principal's office in advance whenever possible.

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

• Impossible or impracticable barriers outside the control of the parent or a child that prevents a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, illness, vacations, and medical appointments.
• Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. Other absences as determined by the principal or the principal's designee.

b. Not school Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

• Other absences are those in which the parent has not communicated a reason for the student's absence or parent does not know where the child is.

2. Absence Procedure. In its student information system, the district may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

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

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

5. Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school

diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

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

7. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the commissioner of education. Upon submission of the form, the superintendent or superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Schuyler Community Schools or resides in the Schuyler Community Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

• The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible
or impracticable;

• the person who has legal or actual charge or control of the child who requested the exit interview;

• the superintendent or superintendent's designee;

• the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district;

• and any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

• financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or

• an illness of the child making attendance impossible or impracticable
.

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

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

## Withdrawal Form

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

• the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and

• the superintendent or superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent or superintendent's designee, the person making the written request does in fact have legal or

actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

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

## Excessive Absenteeism

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

a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

b. One or more meetings between the school (a school intervention officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child.
(ii) Educational counseling;
(iii) Educational evaluation;
(iv) Referral to community agencies for economic services;
(v) Family or individual counseling; and
(vi) Assisting the family in working with other community services.

c. If a student has excessive absences for their classes, they could lose credit in those classes. Loss of credit is determined by the principal and based on unexcused absences and tardies (4 tardies equal one hour). At the end of the year the principal will present to the board, and then the board will then vote on the loss of credit requested by the principal. Loss of credit is :

i. If a student has five unexcused absences, they will lose a fourth of their credit.
ii. If a student has ten unexcused absences, they will lose a half of their credit.
iii. If a student has fifteen unexcused absences, they will lose three quarters of their credit.
iv. If a student has twenty unexcused absences, they will lose a full credit.

Any student who misses 10% or more of the days scheduled will fall under "chronic absenteeism. This encompasses all absences excused or unexcused, but not school related absences. If a student misses more than 10% of the school year, credits could be removed. The attendance coordinator will put in place a plan for credit recovery which may include summer school, Saturday School, or Friday intervention.

If a student loses full credit, they will be referred to the county attorney. At any time the student and parents can appeal to the attendance committee to have their credit reinstated.

**Legal Reference: Neb. Rev. Stat. " 79-210**

## Tardiness

Schuyler Central High School has implemented a time-for-time tardy recovery procedure. This procedure states that all tardy time must be made up with the content teacher, Focus teacher, or other staff member that has been assigned by the attendance coordinator. Students are to be in their assigned classroom when the bell rings, present a pass from the office or previous teacher, or they will be classified as tardy. Parents will receive automated calls for all tardies to notify when a student is tardy to school or class. Students who have not attended intervention will be referred to the school counselors and placed on a discipline step.

## Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. Students legally obligated to attend school will be referred to the attendance officer at SCHS who works for the Colfax County attorney in the event that they exceed a total of five excused and/or unexcused absences per quarter.

Reporting Habitual Truancy

Students who accumulate five (5) absences or the hourly equivalent in a quarter or twenty (20) absences or the hourly equivalent per year shall be deemed habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such a person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Reporting and Responding to Truant Behavior.

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

# General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.

3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

## Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

## After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension

and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

## In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to eight-hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

## Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

## Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: _____.

## Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame

or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

## Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless 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.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. Alternative School or Pre-expulsion Procedures. The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes 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. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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 (see also board policy on weapons and firearms);
6. Engaging in the unlawful 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 53-103.02 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. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person 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 that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. 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, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or 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;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including

cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

m. Using any object to simulate possession of a weapon;

n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

## Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

## Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
    f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

# SCHS Student Code of Conduct

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

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

## Class Conduct Expectations

For students to experience success in their high school experience, they are expected to show up on time, prepare for class by doing assignments on time, complete their own work, and to display appropriate conduct conducive to a safe and orderly environment for learning and teaching at Schuyler Central High School. Classroom teachers and students are responsible for the safe and orderly environment of the classroom. Teachers are responsible to assist students in making more appropriate choices by conferencing with the students to do problem solving and may issue detentions when necessary.

Students demonstrating classroom behavior disruptive enough to merit being referred to the office will be assigned a

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

## Classroom and Hallway Expectations

This is the conduct expected at all times in SCHS classrooms and hallways:

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

## SCHS STEP Program

Any conduct that is deemed as disruptive to school and classrooms, will result in that student being placed on the Disciplinary STEP Program. Once teachers have counseled a student individually and provided at least one retraining session after school you may choose to proceed to the following step program. The STEP Program is implemented as such…

**Step 1** Refer the student to the office, where they are dealt with by an administrator. The student makes up the class time missed after school that day to get the instruction missed. Parents are contacted and the incident is documented by the teacher in IC as a behavior referral.

**Step 2** Parent/Guardian notified by teacher and a parent meeting with administration is set up to discuss behavior and consequences. Students remain suspended from the class until a plan is made as a result of the meeting.

**Step 3** If not on the Student Assistance Team, they will be referred to SAT.

**Step 4** Parent/Guardian notified by administration that the student will be serving ISS. Incident is documented in IC.

**Step 5** Parent/Guardian notified by administration that the student will be serving an extended ISS. Incident is documented in IC.

**Step 6** Parent/Guardian notified that they will be serving OSS. Incident is documented in IC.

**Step 7** Parent/Guardian and administration discuss alternative strategies to include alternative education, alternative placement and the possibility of expulsion.

## In-School Suspension

In-school suspension describes disciplinary action taken in which a student is excluded from class attendance and/or participation for a specific length of time as assigned by the principal or assistant principal. In-school suspension will be assigned on a limited basis and for specific behaviors. Students repeating these behaviors may be assigned additional days of in-school suspension. Work successfully completed by a student while assigned to in-school suspension will be granted full credit. Students are responsible for asking teachers for missed assignments. However, no student will be dismissed from in-school suspension prior to the regular ending time of the school day unless a parent requests the student be released for an appointment. When assigned to In-School Suspension students will present any personal communication device(s), including the school issued iPad, to the administration when

requested to. Failure to comply with this request will result in further disciplinary action. Use of any technology, including the school issued iPad, will only be allowed with permission from administration.

## Suspension and Expulsion

If a student is suspended or expelled, the student will also lose the privilege of the use of the school issued iPad. The iPad will be turned into administration at the time of the disciplinary action. Depending upon the reason for the disciplinary action the student could lose the use of all school district provided technology including, but not limited to, the school issued iPad.
A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension:

A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal.

## Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

## Student Appearance

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. 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 that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight (yoga pants, leggings, etc…) revealing or baggy tops and pants, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or Capris that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandanas, and scarves.
d. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
e. Clothing or jewelry that is gang related. (rosary beads)

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. Students will not be allowed to leave campus to change clothes without parent permission. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. 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 more stringent discipline, up to expulsion.

## Academic Integrity

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity: (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

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

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

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

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

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

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

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

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on

the day a paper is due, claiming to be sick, when the student's real reason for the missing class was because the student had not finished the paper.

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction: The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work.

(2) Report to Parents and Administration: The instructor will notify the principal of the offense and the instructor or principal
will notify the student's parents or guardian.

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

## Electronic Devices Philosophy and Purpose

The district strongly encourages students to use their electronic devices in an appropriate manner at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

(4). Definitions.

(1) "Electronic devices" include, but are not limited to, iPads, cell phones, personal cameras, fit bits, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female

breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such

student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or, (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

(5). Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any personal electronic devices during class time or during passing time except as otherwise provided by this policy. Students are required to keep cell phones and other personal electronic devices silenced and stored in their locker during the school day. Students may ask to store cell phones or other electronic devices in the administrative office for safekeeping during the school day.
(2) Students are permitted to use personal electronic devices before and after school, provided that the student doesn't commit any abusive use of the device (see paragraph 4(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
(3) Personal electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

(6) Violations

(1) Prohibited Use of Electronic Devices (cell phones):
Students shall not use electronic devices for:

(a) activities which disrupt the educational environment;
(b) illegal activities in violation of state or federal laws or regulations
(c) unethical activities, such as cheating on assignments or tests;
(d) immoral or pornographic activities;
(e) activities in violation of board or school policies and procedures relating to student conduct and harassment;
(f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
(g) "sexting;" or
(h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other

appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the parent/guardian comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and in-school suspension. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message may be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message may be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

E. Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The district is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

D. Inappropriate Public Displays of Affection (IPDA)

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

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

E. 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 is the district's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.
(b) Aggravated or felonious assault.
(c) Vandalism resulting in significant property damage.
(d) Theft of school or personal property of a significant nature.
(e) Automobile accident.
(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

**Legal Reference: Neb. Rev. Stat. " 79-254 to 79-296**

# DRUG-FREE SCHOOLS

The district implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention - The district promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The district provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs. Drug and Alcohol Use and Prevention - Each student of the district is hereby provided a copy of the standards of conduct for student behavior in the District which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and alcohol education and prevention programs of the district pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations - All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

Safe and Drug-Free Schools--Parental Notice - If upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the district of such objection in writing. Upon the receipt of

such notice the student will be withdrawn from the program or activity to which parental objection has been made.

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

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

Disciplinary Sanctions

Violation of any of the above-prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Intervention

The district does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

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

**Nebraska Statute Section 79-267**

Criminal Activity

When school officials receive a report that a student was involved (whether charged or not) or convicted of an unlawful act, including any determination made by the juvenile/adult court, the student shall be contacted. This policy pertains to unlawful acts and juvenile/adult determinations that principally do not fall under the drug and alcohol policy and constitutes a criminal violation (whether charged or not) or a juvenile/adult court determination/conviction of what would otherwise be a criminal act. The intent of this policy is concerned with offenses involving property damage, theft, personal injury, or lack of moral turpitude. Violations may include, but are not limited to violations such as theft, vandalism, and assault. Students that are in violation of criminal activity shall

be subject to stated consequences of the behavior for school and activity participation.

First Offense

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

Second Offense

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

Third Offense

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

# WEAPONS

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

**Legal Reference: Neb. Statute 79-263**
**Neb. Statute 28-1204.04**
**Improving America's Schools Act of 1994, P.L. 103-382. 18 U.S.C. § 921 (1994).**
**McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).**
**Cross Reference: 505 Student Discipline**
**508 Student Health and Well-Being**

# Academic Achievement / Academic Eligibility

## Academic Eligibility

Student grades will be collected on a weekly basis throughout the school year. Any student failing one class is considered in warning status. Any student failing two classes when the report is published on Monday will have until Wednesday at 9:00 a.m. to get their grades passing. The eligibility report will be rerun on Wednesday to determine eligibility until the following Monday. Any student still failing two classes on Wednesday morning is considered to be demonstrating less than acceptable academic performance and will forfeit all public representation of Schuyler Central High School until the student is no longer failing two classes on the weekly failing grade report. Part-time students, in addition to meeting the qualifications noted above, must be passing each of their classes to retain academic eligibility. Any student who is ineligible due to excessive failing grades will not be permitted to travel with a school team or other organization.

## Counseling

Counseling services are available in the counseling office to help students in course planning, college selection, career and vocational choice, scholarships and financial aid, study habits, personal problems, or school problems.

## Academic Support Time

Before school, after school, and intervention time will be utilized for academic support time. To support those students who are failing one or more classes, these academic times have been established throughout the day. Students who are failing one or more classes are encouraged to stay during these times to receive academic assistance. Students will be notified of their need to stay.

## Academic Letters

Students demonstrating outstanding academic achievement will be recognized during a program organized by the school. To earn an academic letter, a student must earn A's in each academic course during each grading period of the school year. All students will receive their academic letter at academic awards night.

## Acceptance of College Credit for High School Credit

A student may take a college level course to supplement their course of study. In order to receive high school credit all college courses need to be approved in advance by the principal or school counselor. Dual credit (college and high school) will be allowed for courses that are applicable. Five high school credits will be granted for each three-college credits earned.

## Class Rank

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

calculated.

## Grade Level Promotion

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

## Grade Level Credits Earned

9th Grade 0-59
10th Grade 60-119
11th Grade 120-179
12th Grade 180-255

## Grade Reports

Grades are submitted for all students most weeks of the school year. Parents/Guardians may access grade reports on the parent portal of Infinite Campus. Parents/Guardians may request grade reports be mailed to them. Students continuing to have excessive low grades will be referred to a Student Assistance Team (SAT.) Communication between student, teachers, and parent/guardian is important when this situation arises. Mid-Term progress reports that are not given to parents at parent-teacher conferences will be mailed at the midpoint of each session and report

cards will be handed out to students at the end of terms one and three and mailed out to the parents/guardians at the end of terms two and four to notify parents of class performance.

## Grading System

Grades are evaluations of what students have learned and are earned by students. Grades become a part of permanent records available to institutions of higher learning, potential employers, and military services. Thus, it is important that the grades recorded on transcripts reflect the student's best efforts. Grades are assigned on the basis of the following criteria shown below or alternate criteria based on a student's IEP(Individualized Education Plan) or English language status. Schuyler Central High School's grading scale is as follows:

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

## Graduation Requirements

Schuyler Central High School students must complete seven (7) semesters of attendance and a stated number of credits to graduate. A maximum of fifteen (15) non-academic credits may be applied toward graduation requirements. Each student must complete the following minimum course requirements to be eligible to participate in commencement exercises and graduate from Schuyler Central High School: SUBJECT AREA CREDITS REQUIRED

English 40
Computer Literacy 5
Personal Finance 5
Speech / Oral Communications 5
Mathematics 30
Social Studies 30
Science 30
Physical Education/Health 10

Total Required Credits 155

Elective Credits Required for Graduation 100

Total Credits Required for Graduation 255

Students graduating from Schuyler Central High School are not required to participate in commencement.

## Honor Graduates

Students graduating from SCHS with outstanding academic achievement will be recognized in one of three categories based on their cumulative grade point average on 60 credits of academic courses per academic year with a total of 240 credits of academic courses upon graduation:
• Honor Graduates with Highest Distinction: 4.0 cumulative GPA
• Honor Graduates with Distinction 3.850 – 3.99
• Honor Graduates 3.50 – 3.849

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

## Scholarships

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

## High school credit in middle school

### Algebra I in Grade 8 for high school credit

The goal of offering Algebra I in grade 8 is to maintain the advantage of enrichment in mathematics for as many students as can benefit from it. This involves higher expectations for high ability students. These students are expected to achieve more with faster academic pacing. All qualified students should have access to regular Algebra I in grade 8. However, since Algebra I is the basis for all further study in mathematics, it is important that students have the best possible experience in this course. Therefore, students must be carefully selected. Students who need enrichment beyond this course will continue to be served by the district teachers for middle school mathematics. The high school math program will provide the opportunity for students to reach the Calculus course as seniors without taking Algebra I in high school. However, this may require students to take a dual credit math course prior to the senior year.

**Guidelines for Offering Algebra I in Grade 8**
Students must be carefully selected for Algebra I so that they have a high probability of success. They must meet all of the following criteria.

A. Demonstrate mastery of key competencies identified for math at the HS level.

B. Demonstrate readiness for Algebra I and mastery of essential arithmetic skills by achieving the following scores:

1. Minimum score of 75$^{th}$ on the Math section of the MAP assessment, and/or
2. Score at the 70% (raw score) or higher on the NE State Math Assessment

C. Verification by the middle school that all of the following additional criteria are met:

1. Reading Comprehension: at least one year above grade level; Benchmark data.
2. Suggested minimum GPA of 3.0 (on 4.0 scale) in math classes;
3. Recommended for Algebra I in grade 8 by the SMS Math team , based on: Grade of A or B in Grade 7 Math;
4. Maturity and study habits adequate for work load required by Algebra I

**Process for Granting Credit for Algebra I Taken in Grade 8**
High school credit may be given for Algebra I taken in grade 8. The Algebra I class must follow the high school's exact curriculum for Algebra I in order to receive high school credit. The grade will be assigned by the middle school teacher and will be included in the calculation of the student's high school GPA.

**Physical Science in Grade 8 for high school credit**
Schuyler eighth grade students have the opportunity to earn high school credits that will count towards high school graduation. Eighth grade students enrolled in Physical Science can earn credit for successfully completing the high school course and then have it posted on their high school transcript. The goal of offering Physical Science in grade 8 is to maintain the advantage of enrichment in Science for as many students as can benefit from it. This involves higher expectations for high ability students. These students are expected to achieve more with faster academic pacing.

All qualified students should have access to regular Physical Science in grade 8. However, since Physical Science is the first science class in high school, it is important that students have the best possible experience in this course. Therefore, students must be carefully selected. Students who need enrichment beyond this course will continue to be served by the district teachers for middle school science. The high school science program will provide the opportunity for students to reach the Physics course as seniors without taking Physical Science in high school. However, this may require students to take a dual credit science course prior to the senior year.

**Guidelines for Offering Physical Science in Grade 8**
Students must be carefully selected for Physical Science so that they have a high probability of success. They must meet all of the following criteria.

A. Demonstrate mastery of key competencies identified for Science at the high school level.

B. Demonstrate readiness for Science and mastery of essential science skills by achieving the following scores:

1. Minimum score of 80th percentile on the Science section of the MAP assessments.

C. Verification by the middle school that all of the following additional criteria are met:
   1. Reading Comprehension: at least one year above grade level;
   2. Suggested minimum GPA of 3.0 (on 4.0 scale) in math classes;
   3. Recommended for Physical Science in grade 8 by the SMS Science team based on:
      Grade of A or B in Grade 7 Math;
   4. Maturity and study habits adequate for work load required by Physical Science.

**Process for Granting Credit for Physical Science Taken in Grade 8**
High school credit may be given for Physical Science taken in grade 8. The Physical Science class must follow the high school's exact curriculum for Physical Science in order to receive high school credit. The grade will be assigned by the middle school teacher and will be included in the calculation of the student's high school GPA.

## Honor Roll

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

- "A" honor roll recognizes all who earn all grades of 93 or higher
- A-average honor roll recognizes all with a 92.5 or higher grade point average and no grade below 80
- B-average honor roll recognizes all with an 84.5 to 92.49 point average and no grade below 80
- Pass/Fail classes, weights, and lifetimes sports classes are not counted in the honor roll calculations.

## National Honor Society

The National Honor Society chapter of Schuyler Community Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. [NOTE: Schools with specific minimal requirements for leadership or service, e.g., "participation in at least two (2) student activity organizations each year" or "ten (10) hours of documented community service," should include such specific requirements based on the rubrics used by the selection committee in reaching their decisions.]

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on appeal shall be final.

## Special Education Services

Rule 55 (special education appeal procedures) may contact the superintendent. SPECIAL EDUCATION SERVICES: Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

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

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

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

**Reevaluation**: Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.
Individual Education Program (IEP): Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services, which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are

given a copy of the IEP.

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

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child. More Information: Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint.

# Technology

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

"We live in an ever changing world, where we have more and faster access to information than ever before. Students now can be both consumers and producers of information. We, at SCHS, will continually strive to be a 21st Century School, taking advantage of the many new technologies and new methods of communication now available to our students. With access to these new technologies, students will have opportunities to learn and create like never before, but with those opportunities come new responsibilities.

**Your School Issued iPad**

Schuyler Central High School students will be provided with an iPad for their school use. The iPad is an extremely useful tool that, when properly used, can truly enhance learning. Though the iPad can be used for many purposes, you must remember that its main purpose is as a learning tool. In order to ensure you get the most out of your iPad, we ask you to read the next few pages carefully and observe the guidelines and policies within.

**General Information About Your School iPad**

● **Your iPad is YOUR responsibility and nobody else's.** If something happens to your iPad, you will be held accountable. We strongly recommend that you do not loan your iPad to anyone or allow your friends to use it. **You will be held responsible for how your iPad is used,** no matter who is using it**.**
● **The iPads are school district property** – they belong to the high school. The school therefore has the right to ask you for the return of your iPad at any time or to search through your iPad's files.
● **Keep your iPad in a safe and clean place at home**. Also, keep the iPad in a padded backpack when carrying the iPad. ● Upon receiving the iPad**, the student inherently agrees to not attempt to change hardware settings or non-cosmetic system software settings.**

● **The police and/or county attorney will be involved in the event of theft or excessive damage to the iPad.**
**(***Many questions can be answered by referring to the SCS District Student Mobile Device Policy)*

General Rules

• The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

• Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have

signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment,or communications of individuals utilizing the network or the end product or result of such utilization.

• Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. iPad users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or computers, would be private. Personal devices on the school network have no reasonable expectation of privacy.

• Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

• The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.

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

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

• Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

• Users shall not use or try to discover another user's account or password.

• Users shall not use the computers/iPads or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

• Users shall not use the computer/iPads for unlawful purposes, such as illegal copying or installation of unauthorized software.

• Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

• Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer/iPad code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

• Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

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

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

• Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer/iPad work areas for the summer without written notification to their respective Local Area Network Manager (LANMAN).

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

• Be polite. Do not become abusive in your messages to others.

• Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information

or images. • Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

• Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action

• All communications and information accessible via the network should be assumed to be private property of others.

• Do not place unlawful information on any network system

• Keep paragraphs and messages short and to the point. Focus on one subject per message.

• Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

• The network administrators or teachers may establish other rules from time to time.

• Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers/iPads and the network are intended to make the computers/iPads and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer/iPad and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Schuyler Central High School and/or ESU 7 board policy, and including applicable law enforcement agencies when necessary.

• Student and Parent Agreements: Students and parents may be required to sign a computer/iPad and network use agreement as a condition of the student being permitted to use such equipment.

• Risks of Social Media/Networking: Social networking sites are blocked and not allowed on the Schuyler Community School's network. The purpose of this message is to give our students information about the risks of using social networking sites at home.

These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large

companies now search the Internet as a means of conducting background checks on job applicants. What you say now on social media may affect you years later.

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

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

(g) Technology Protection Measure

Schuyler Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Schuyler Community Schools.
(i) The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools.
(ii) The technology coordinator or designee may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

(h) Policy Challenge Procedure

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

(i) Internet site review requests should be directed to the Schuyler Community Schools Technology Committee in writing for consideration.
(ii) The Technology Committee will review the site within seven (7) working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
(ii) Schuyler Community School's technology committee will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Schuyler Community Schools any challenges to the severity of the applied discipline.
(iv) Challenges to the application or enforcement of Schuyler Community School's Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Schuyler Community Schools established grievance policies or at the Schuyler Community Schools administrator and/or board level for challenges presented in writing.

SCHUYLER COMMUNITY SCHOOLS DISTRICT STUDENT MOBILE DEVICE POLICY

This policy can be accessed in both English and Spanish on the SCS Technology website. The policies, procedures, and information within this document apply to all Mobile Devices used at Schuyler Community School District, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

**Student Insurance Available**

At the beginning of each school year all students are given the opportunity to purchase group accident insurance through a private company. The fee is small for the coverage provided. The student is covered for travel to and from school, activities during the school day, school- sponsored events and all athletic participation except football. Insurance for football may be purchased at a higher rate. Schools do not carry insurance on students, their vehicles, or other personal property. The school encourages you to take advantage of this opportunity if you do not have medical insurance coverage.

# Health Information

**NURSE**

The services of a school nurse are available to students who become ill or injured during the school day. Students wishing to see the nurse should get a pass from the classroom teacher to go to the nurse's office. The nurse will make the determination if a student should be sent home or a parent/guardian should be contacted. All medication to be taken by students during the school day, including aspirin, is to be checked into the nurse's office before school. This protects students from taking medicine at the wrong time and from over medication.

In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. **All prescribed medication requires a physician's authorization to be given at school.** The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

**Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

**Immunizations**

A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices; non-immunized students may be excluded from school in the event of a disease outbreak. A list of required vaccines can be found on the school district website.

Guidelines for Administering Medication

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

**School Health Screening**

Children in ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the student assistance process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school-screening program must communicate this

in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

# Policy Information

## Schuyler Community Schools Drug Testing Policy

Need for Random Testing.

The board of education is responsible for maintaining discipline, health and safety. The board recognizes that substance abuse presents a continuing challenge and a danger to the student population as a whole. The board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the district in a positive manner

Eligibility for Random Testing

Students who participate in school sponsored competitive extracurricular activities, as defined in the student handbook at the middle school and high school (Grades 7-12) levels are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school sponsored competitive extracurricular and co-curricular activities. Parents/guardians may volunteer their child for participation in the testing program even if they do not participate in a school sponsored competitive extracurricular activity.

Testing Procedure.

a. Random Testing.
The superintendent or designee will ensure the testing of eligible students occurs on a scheduled basis through confidential and random testing schedule.

b. Collection
The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody. It is intended that the procedures be modeled on those applicable to the testing of DOT covered employees, though methods other than testing of urine samples may be used. The tests are to be designed to detect only the use of illegal drugs, not medical conditions or the presence of authorized prescription medications.

C. Confidentiality
All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive drug test;
- Refusal to participate in testing when selected; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student or the student's parents or guardians should contact the building principal or designee within 48 hours

of notification of a positive test result.

● If there is no self-reporting within 48 hours by the student and/or their parents or guardian, the building principal or designee will call and set up a meeting to discuss the positive test result, with the objective of collaborating on a plan to assist the student in avoiding future substance abuse.

● The student's privilege of participating in extracurricular or co-curricular activities will be restricted as follows:

● Positive results from a student tested based on probable cause or reasonable suspicion will receive consequences based on student code of conduct as stated in the Schuyler Community Schools student handbook.
● The parents or guardians are responsible for the costs of any rehabilitation program, which includes substance abuse counseling and follow-up.
● Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal and Due Process Procedures

7. Process
The superintendent or the superintendent's designee is directed to develop specific testing procedures consistent with this policy.

### Drug Testing Procedures

Student Eligibility for Random Testing

Students who participate in school sponsored competitive extracurricular and co-curricular activities, as defined by the student handbook, at the middle and high school (Grades 7-12) levels are eligible for random testing. School sponsored extracurricular and co-curricular competitive activities, as defined by the student handbook, are activities which are sponsored or approved by the board, but are not required for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation.

To participate in a school sponsored competitive extracurricular or co-curricular activity, students must submit a completed consent to test form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed consent to test form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the consent to test form is turned in until a drop form is completed, or until the student graduates or is otherwise no longer enrolled in the district. A student for whom a drop form has been submitted shall be ineligible for participation in school sponsored extracurricular activities for twelve months from the date the drop form is submitted. Students have a fifteen (15) day grace period for reconsideration of a drop form.

Students who are not participants in a school sponsored extracurricular activity may volunteer for participation in the testing program by submitting a completed consent to test form.

Consent to Test form can be found in the Appendix section of this handbook.

# Emergency Plans and Drills

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. At least 10 fire drills shall be conducted each year, including at

least 2 drills during the first two weeks of the school term. At least 2 tornado drills shall be conducted.

**Legal Reference: Neb. Statute 79-609, 79-705 and 706**
**Neb. Fire Safety Code section 31-3**
**Cross Reference: 801.04 Bus Safety Program**
**905 Safety Program**

# Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the district's plan for providing safe transportation to students being transported in pupil transportation vehicles. This document can be found at https://www.education.ne.gov/fos/pupil-transportation/.

**Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

**Behavior on School Buses**

I. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. **Special Conduct Rules for Riding School Buses.**

Rules for Getting On and Off the Bus

A. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
B. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
C. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
D. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

Rules on the Bus

A. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
B. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
C. Talk quietly and use appropriate language.
D. Keep all parts of your body inside the bus.
E. Keep your arms, legs and belongings to yourself.
F. No fighting, harassment, bullying, intimidation or horseplay.
G. Do not throw any object.
H. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
I. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
J. Do not damage the school bus.

III. **Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

**Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608**
**Title 92, Nebraska Administrative Code, Chapter 91**

# State and Federal Programs

**Section 1 Notice of Nondiscrimination**

The Schuyler Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

**Section 2 Designation of Coordinators**

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

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

The Coordinator may be contacted at: Superintendent, 120 W. 21st, Schuyler, NE 68661 (402)352-3527

**Section 3 ANTI-DISCRIMINATION AND HARASSMENT POLICY**

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

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

Sexual harassment may exist when:

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

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

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

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

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar

days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Schuyler Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher, or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted against an employee or student for alleging in good faith a violation of this policy.

**Section 4 Multicultural Policy**

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

**MULTICULTURAL POLICY NON-DISCRIMINATION POLICY Nontraditional/Equity Programs Specialist, Career, and Technical Education, Nebraska Department of Education, P.O. Box 94987, Lincoln, NE 68509-4987, Phone # 402-471-4823, FAX 402-471-4565, email rhastg@nde.state.ne.us**

**Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

**Section 6 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

    U.S. Department of Education

    400 Maryland Avenue, S.W.

    Washington, D.C. 20202-4605

**Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Schuyler Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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/or 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 Designation of Law Enforcement Unit:

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

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

**Section 7 Title 1 Parent Involvement Policy**

**PARENT/STUDENT/TITLE 1 COMPACT**

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

- Provide place, time, materials, and assistance for homework.
- Show respect and support for the child, teacher, and school.
- Instill a positive attitude toward education.
- Model life-long learning.
- Open lines of communication between parent/school/student.
-

Student: I know my education is important to me. It will help me become a better person. I agree to do the following - Show respect and pride for self, school, and others.

- Attend school regularly.
- Believe I can and will learn.
- Accept responsibility for own behavior
-

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

- Open lines of communication between teacher/student/parent.
- Provide a safe and stimulating environment conducive to learning.
- Communicate expectations clearly.
- Believe each student can learn.
- Help each student reach full potential.

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

It is the policy of Schuyler Community Schools that:
• This jointly developed; written Title 1 policy is distributed to all parents. This policy will be included in the parent handbook.

• An annual meeting is held for all parents. An annual meeting will be held each year. Notification will be given in a letter mailed to parents.

• Parents are given assistance in understanding the requirements of Title 1 Law, National Educational Goals, content standards, performance standards, and assessments. Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, The State Parent Involvement Conference, and in school publications.

• Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results. Individual reports will be given to parents at parent-teacher conferences.

• Parents receive timely responses to all parent recommendations. All information is sent to parents to participate in Title 1 activities. Responses can be either verbal or written. An interpreter or translator will be used when necessary.

• A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high standards. All partners and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.

• The Title 1 program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitor their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's activities as requested by parents. The Title 1 staff can attend training sessions. Parents and staff may attend the Parent Involvement Conference each year. Opportunities for further training will appear in local publications.

• The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. Schuyler Community Schools provides shared training opportunities, transitional meetings, and publications.

• An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies. Surveys will be given to the parents. The results will be used for the distribution of reports/summaries and for action plans for improvement.

**Section 8** HOMELESS STUDENTS POLICY

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

No Stigmatization or Segregation of Homeless Students

It is the district's policy and practice to ensure that homeless children are not stigmatized or segregated by the district on the basis of their status as homeless.

Homeless Coordinator

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

Enrollment of and Services to Homeless Children

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

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

attend the Schuyler Community Schools based on it being the school of origin, the new school and Schuyler Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Section 9** STUDENT PRIVACY PROTECTION POLICY

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

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The district will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive,

evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The district will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

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

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

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers,

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

**Section 10 Parental Involvement**

A. General - Parental/Community Involvement in Schools:

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

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

**Section 11 Homeless Students (Policy No. 5418)**

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

"Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

   To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including

coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
5. Are enrolled in school which includes attending classes and participating fully in school activities;
6. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
7. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
8. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
9. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
10. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

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

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best

interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

**Section 12 Pregnant and Parenting Students** (Policy No. 5422)

Schuyler Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be

immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

**Section 13 Married Students (Policy No. 5403)**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

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

**TOBACCO-FREE ENVIRONMENT**

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as any tobacco, nicotine, vapor, or e-cigarette products cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products.
**Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994). Clean Indoor Air Act, 71-5716, NE Health and Human Services, Title 178, Chapter 7.**

**SUICIDE AWARENESS**

The board wishes to ensure that appropriate staff training for suicide awareness and prevention as required by state statutes is conducted on an annual basis.
**Legal Reference: 2014 LB 923**

**HARASSMENT AND BULLYING POLICY**-504.18

One of the missions of Schuyler Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff.

**PROFESSIONAL BOUNDARIES RULES**

See Board Policy Number 402.15.

**DATING VIOLENCE PREVENTION**

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate

dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

**STUDENT FEES POLICY**

The Board of Education of Schuyler Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The district does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the district's efforts to provide such activities, programs, and services. The district's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the district.

Under the Public Elementary and Secondary Student Fee Authorization Act, the district is required to set forth in a policy it's guidelines or policies for specific categories of student fees. The district does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the district for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain district property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the district for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the district's fee waiver policy. The district is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the district. The district will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the students (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

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

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the district's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable
items which the students purchase from the district or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment
without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

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

**CERTIFICATION**

On the 14th day of June, 2021, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2021-22 school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

_____
Superintendent or Other Authorized School Official

**Legal References**:
Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2,104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

**Appendix"1" to 2013-14 Student Fees Policy of Schuyler Community Schools—**
**Additional Specification of Required Materials and Fees**

• Secondary Program
• General Description of Fee or Material
* $ Amount of Fee (Anticipated or Maximum) or Specific Material Required $.90
• Physical Education classes
• Appropriate clothing
• As determined by instructor
• Shop classes and special projects
• Appropriate clothing
• Protective clothing and eye protection for shop classes

**Music**
Musical instruments, supplies, and fees
Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.

**Classroom Supplies**
General supplies, such as writing instruments (pens, pencils, markers, notebooks, etc.
None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items for class as recommended by the teachers. Advanced math or science classes
Specialized calculators
When specialized calculators are provided and student damages or losses the calculator a replacement cost will be assessed.

**Copies**
Use of school copiers (except for one copy of the student file, which will be provided without charge)
Ten cents (.10) per page when charges apply.

**Student School Meals**
Breakfast--
Lunch-- Free

Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

**Post-secondary education classes**
Tuition and fees for college courses taken for credit.
None--Any postsecondary education costs are to be paid directly by students to the college.

**College entrance tests and preparation**
Prep programs & tests
PSAT test fee paid to district (district pays PSAT), and ACT test, to be paid directly to the private company involved.

**Summer school courses**
Classes offered during the summer, or at night, if any
**Locker usage**
Students are assigned a locker.
Students will be assessed a fee if the locker is damaged.

**Athletic Programs**

**Admission**
Spectator fees for admission to events
$5.00 per event maximum. Students may purchase an activity pass, price is yet to be determined. For district and conference events hosted by the school, cost to be set by NSAA.

**Athletic Physicals**
NSAA required athletic physicals
Cost varies; payable directly to
student's physician or clinic.

**Equipment and attire**
Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.

Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:

Activity
Basketball - No additional
Cross County - No additional
Football – Mouthpiece
Golf - Golf bag & clubs
Soccer - Soccer shin guards
Softball - Softball glove
Speech/Etc. - Dress attire; copies of research
Track - No additional
Volleyball - Volleyball knee pads
Wrestling - Wrestling shoes
Cheerleading and Dance Team Squads - Shoes, approved uniforms (top & skirt; jacket, etc), poms and other accessories

**Travel meals**
Students are responsible for their own meals while traveling.

**Camps and clinics**
Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.

**Marching Band and Musical Groups**
Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible

for supplying their own musical instruments and accessories for their own uniforms. The school will supply uniforms for the marching band and choir robes.

**Clubs/Organizations**
Future Farmers of America (FFA) - State & national dues, meals and activities, Annual dues not to exceed $14.00 per club. Future Career/Community Leaders (FCCLA) - State & national dues, meals and activities, Annual dues not to exceed $15.00 per club. National Honor Society - State & national dues, meals and activities, No annual dues Science and Math Club - State & national dues, meals and activities, Annual dues not to exceed $2.00 per club. Student Council - State & national dues, meals and activities, Annual dues not to exceed $5.00 per club and partial registration fees.

Social & Recognition Activities

**School plays, musicals, and social activities**
Admission to events
To be announced

**School dances**
Admission to prom, homecoming, etc.
To be announced

**Class dues**
Each of the four secondary classes may assess its members an amount annually for rental, fee for band or DJ, yearbook, and decoration of dance facilities. Students who do not pay may be denied admission to extracurricular activities supported by the class dues.

**Senior recognition assessment**
Optional graduation activities. Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the purchase of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture.

**Trips**
Transportation, lodging, meals, admission to events, etc. Students are responsible for costs of school-sponsored trips where the trip is an extracurricular activity. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

**STUDENT RECORDS**

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

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

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

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

the permanent record.

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

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

**Procedures and Regulations Subject to Change**

The information contained in this handbook is current and in effect at the time of printing. The procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted. If there is a conflict between the student handbook and board policy, board policy will take precedence. Date of Adoption: [June, 2018]

## CIVIL RIGHTS

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

> Nondiscrimination Statement
>
> In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
>
> Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
>
> To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
>
> (1) Mail: U.S. Department of Agriculture
> Office of the Assistant Secretary for Civil Rights
> 1400 Independence Avenue, SW
> Washington, D.C. 20250-9410
>
> (2) Fax: (202) 690-7442; or
>
> (3) Email: program.intake@usda.gov
>
> This institution is an equal opportunity provider.

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

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

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

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

# APPENDIX A

## Consent to Test

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the board of education of Schuyler Community Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Schuyler Community Schools to conduct a drug test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel. I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District. I plan to participate in one or more of the following school sponsored competitive extracurricular activity(ies):

_____ I am volunteering my son/daughter to be placed in the testing pool.

I will submit this form to the activities administrator. My name will be withdrawn from the testing pool on the date this is received by the activities administrator.

Completing this form will pertain to all school sponsored extracurricular activities. I understand that, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

**I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.**

_____ _____

Activities Administrator Date of Receipt

## Appendix "1" to 2024-2025 Student Fees Policy of Schuyler Community Schools

**Additional Specification of Required Materials and Fees**

| **Secondary Program** | **General Description of Fee or Material** | **$ Amount of Fee (Anticipated or Maximum) or Specific Material Required** |
|---|---|---|
| Physical Education classes | Appropriate clothing (non-specialized attire) | Tennis shoes and socks, running shorts, T-shirt |
| Art and shop classes and special projects, science classes | Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. | Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. |
| Music-Optional band courses | Musical instruments | Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. |
| Classroom Supplies | General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc. | None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers. |
| Classroom Projects, i.e, Family & Consumer Science, Industrial Technology | Project Cost | Student pays cost that is beyond the standard project provided by the school. |

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| Advanced math or science classes | Specialized calculators | Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use. |
| Copies | Use of school copiers (except for one copy of the student file, which will be provided without charge) | Ten cents (.10) per page when charges apply. |
| School Meals | | Breakfast (Grades 5-12)--$1.55<br><br>Lunch (Grades 5-12)--$2.55<br><br>Milk (Grades 5-12)--$.35<br><br>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year. |
| Post-secondary education<br><br>classes | Tuition and fees for college courses taken for credit. | None—Any postsecondary education costs are to be paid directly by students to the college. |
| End of year lost or damaged books | Damage fee or replacement cost | Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00 |

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| Yearbooks - Optional | School Book | Yearbooks are published and made available for purchase every year. Cost is generally about $35 |
| College entrance tests and preparation | Prep programs & tests | Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. |
| Summer school courses | Classes offered during the summer, or at night, if any | Drivers education class: $175 to $275 |
| Locker usage | Use of school padlock | $5.00 fee if damaged or not returned at the end of the year. |
| **Extracurricular and other programs** | **General Description of Fee or Material** | **$ Amount of Fee (Anticipated or Maximum) or Specific Material Required** |
| Admission | Spectator fees for admission to events | $5.00 per event maximum. Students may purchase an Activity Ticket for $30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed $20.00 per event. |
| Athletic Physicals | NSAA required athletic Physicals | Cost varies; payable directly to student's physician or clinic. |
| Equipment and Attire | Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or | Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for |

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| | other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost. | which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: basketball (no additional), golf (golf bags & clubs), speech (dress attire; copies of research), track (no additional), volleyball (knee pads), wrestling (head gear), cheer/dance/flags (approved uniforms, poms, other accessories) |
| Travel meals | Meals | Students are responsible for their own meals while traveling. |
| Locker use | Padlock for locker | $5.00 fee if damaged or not returned at the end of the year. |
| Camps and clinics | Registration and other costs of camps or clinics | Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense. |
| Athletic Clubs | Letterman's club and other clubs supporting the athletic program | Currently no dues required. Annual dues not to exceed $25.00 per club. |
| Marching Band and Musical Groups | Equipment and attire | Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to |

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| | | $50.00.<br><br>For High School Band Students an $8.00 uniform cleaning fee is requested.<br><br>For Junior High Band Students a $7.00 uniform cleaning fee is requested.<br><br>For High School Vocal students a $6.00 choir robe cleaning fee is requested. |
| Vocal Music Group | Coordinating group attire | Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00 |
| Future Farmers (F-F-A) | State & national dues, meals and activities | Annual dues not to exceed $50.00 per club. |
| Future Career/Community Leaders<br><br>(FCCLA) | State & national dues, meals and activities | Annual dues not to exceed $50.00 per club. |
| National Honor Society | State & national dues, meals and activities | Currently no dues required. Annual dues not to exceed $50.00 per club. |
| Swing Choir | Attire | Students are responsible for purchasing outfits and accessories.<br><br>Not to exceed $150.00. |
| All Girls Swing Choir | Attire | Students are responsible for purchasing outfits and accessories. |
| Student Council | State & national dues, meals and activities | Currently no dues required. Annual dues not to exceed $50.00 per club. |
| Dance Team | Uniforms | Uniforms range up to $250.00. Camp attendance is optional. |

| | | |
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| Cheerleading | Uniforms | Uniforms range up to $500.00. Camp attendance is optional. |
| School plays, musicals and social activities | Admission to events | $10.00 per play or activity |
| School dances | Admission to prom, homecoming, etc. | Up to $10.00 per event |
| Class dues | | Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues. |
| Picture Packets | Optional - Pictures are still taken for use in school yearbook. | Students purchase packets as desired and pay directly to photo company. |
| Senior recognition assessment | Optional graduation activities | Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of |

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|---|---|---|
| | | graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs. |
| Trips | Transportation, lodging, meals, admission to events, etc. | Students will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be $2,000 per student.<br><br>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students. |

**Graduate Attributes**

**SCHS Future Ready**




**1. Collaborator:** to work well with one another; to cooperate

**2. Global:** pertaining to the whole world; universal, the dream of global peace.

**3. Resilient:** returning to the original form or position after being bent, compressed, or stretched.

**4. Accountable:** prompt, dependable, and responsible to self and to others.

**5. Inquirer:** to seek information by questioning; ask

**6. Knowledgeable:** meet or exceed the expectations of the state

**7. Responsible:** answerable or accountable, as for something within one's power, control

**8. Problem Solver :** problem solver using creative methods

**9.Communicator:** speaking and listening effectively and using appropriate verbal and nonverbal cues

**10. Respect:** Golden Rule, respect others and self

# Receipt of 2024-2025 Parent-Student Handbook

This signed receipt acknowledges receipt of the 2024-2025 parent-student handbook of Schuyler Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used in responding to harassment or discrimination. The parent/guardian and student signing below are giving permission for Schuyler Community Schools to place student photographs, artwork, writing, or other projects on the web site/social media.The parent/guardian and student signing below are giving permission for their child to participate in school-sponsored field trips and to grant permission for their child's directory information to be released as defined by school district policy.

Please check the box next to each item from which you wish to opt your student out:

- ☐ **Field Trips** - I **do not** grant permission for my child to participate in school-sponsored field trips.
- ☐ **Publication of Pictures on District Media** - I **do not** grant permission for my child's picture to be used on district websites, social media, or other promotional materials.
- ☐ **Dissemination of Directory Information** - I **do not** grant permission for my child's directory information to be released as defined by school district policy.

Date _____

_____ _____

Student Signature Parent or Legal Guardian Signature

_____

Student Grade

# Minutes from August 5, 2024 Foundation Meeting

**Members Present:** Amanda Jedlicka, Nina Lanuza, Victor Lopez, Joyce Baumert, Dr. Schroder and Sheri Balak

**Members Absent:** Brian Vavricek

**Others Present:** Samantha Ladwig, Audra Jedlicka, Brian Bywater and Shelley Friesz

Sheri called the meeting to order.

Members recited the Pledge of Allegiance.

Sheri read the Vision, Mission Statement and Goals

Secretary Report/Minutes from July 2024 were reviewed. Motion by Joyce and seconded by Dr. Schroder to approve the July 2024 minutes. Vote 4-0. Motion passed.

Treasurer's Report was reviewed. Motion by Dr. Schroder and seconded by Joyce to approve the Treasurer's report. Vote 4-0. Motion passed.

Joyce reported that she had renewed the McNally CD for 2.3%.

**Committee Reports**

**Fundraising;**

Samantha gave a brief report on the very successful golf tournament. She will email the members a more detailed report.

Samantha resigned from the committee.

**Labor Day:**

Audra from the Schuyler Chamber of Commerce gave a detailed report on the events for the Labor Day Celebration.

Audra requested the need for volunteers to help take money at the gate the night of the dance.

Amanda and Nina will get the float ready for the parade.

Shelley will give the names and phone numbers of the scholarship recipients to Sheri.

**Scholarships:** Nothing new to report.

**Education:**

Joyce had further discussion regarding increasing the Outstanding Staff Awards to four quarters.

Motion made by Nina and seconded by Amanda to increase the Outstanding Staff Awards to four quarters and present the awards at their specific buildings. Vote 6-0. Motion passed.

Sheri will speak at the All Staff meeting on August 12, 20204 regarding the Schuyler Community Schools Foundation and present the new staff polo shirts.

**PR/Communications:**

Dr. Schroder talked about changes to the bus program this school year.

**Distinguished Alumni Honors:** Nothing new to report.

**School Facilities:**

Dr. Schroder gave updates on the progress of the roof repairs and painting project the Schuyler Central High School and HVAC repairs at several building.

**Community Reports:**

Audra Jedlicka from the Schuyler Chamber of Commerce gave a report on their upcoming events. Brian Bywater from the Schuyler Community Development also reported on upcoming projects.

**Strategic Planning**: No Report.

**Finance:** No Report.

**New Business:**

Sheri asked members whether or not they wished to continue to have food at meetings and if so how to fund it.

Motion by Nina and seconded by Dr. Schroder to create a lunch fund to cover the meeting food expenses. Vote 6-0. Motion passed.

Sheri adjourned the meeting.

**Next meeting is September 9, 2024 at noon at the Schuyler Community Schools District Building.**