

SYRACUSE-DUNBAR-AVOCA SENIOR HIGH STUDENT HANDBOOK

2023-2024



THE MISSION OF SDA SCHOOLS

We provide a safe, secure environment in which every student will acquire the skills and knowledge necessary to become accomplished, productive members of the ever-changing, global community.

www.sdarockets.org

402-269-2381

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PURPOSE OF THIS HANDBOOK

This handbook has been prepared for the students of SDA High School. It presents guidelines and directions which will help answer questions regarding school. Please read this information carefully and keep this booklet for future reference. The practices and procedures outlined are presented in the best interests of all members of SDA High School. The handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it so chooses. We encourage parents and guardians to visit the school. We are proud of what happens at SDA and we welcome any opportunity to share information about the education of your child. The staff at SDA is always available to help your student. Education is a cooperative effort between students, parents/guardians, and teachers. By working together, we can provide the best educational experience possible for you and your child. If you have questions regarding the school, please contact us.

SCHOOL COLORS – Green and White

SCHOOL MASCOT – Rockets

SCHOOL SONG – Cheer, cheer, for good ole Syracuse High

We have the spirit that never will die

Full of pep in every way

That's why we're going to win today

Down the field we'll carry the ball

We have the spirit never will fall

Cheer, oh cheer for Syracuse High

We're going to win tonight.

SCHOOL CONFERENCE – Capitol Conference

NSAA – B, C1

OFFICIAL WEBSITE – www.sdarockets.org

ADMINISTRATIVE ORGANIZATION

SDA BOARD OF EDUCATION

Barry Janssen - President

Brianne Wilhelm - Vice President

Katie Tonkin - Secretary

Ed Zastera

Andy Burr

Justin Stark

ADMINISTRATION

Superintendent – David Kraus

9-12 Principal – Jarred Royal

4-8 Principal – Tim Farley

PreK-3 Principal – Chris Moore

Special Education Director – Megan Gilkey

The Board of Education is the elected legislative body of the SDA Public Schools #27. While it helps create many school policies, it must give complete approval to all school policies and activities. Board duties include the approval of appropriations, determination of taxes, and the employment of all school personnel.

The Superintendent of Schools is the chief executive officer of the SDA Public Schools #27. He or she is responsible for carrying out the policies and actions of the BOE. He or she advises the BOE on educational endeavors, recommends personnel, and is responsible for all school district activities, subject to the Board's sanction.

The Principal of each building, under the supervision of the Superintendent, provides leadership for the faculty and staff and employs the authority delegated within the framework of BOE policies.

SYRACUSE-DUNBAR-AVOCA DISTRICT #27 SCHOOL PERSONNEL**SENIOR HIGH FACULTY**

Allison Beers	Family Consumer Science
Julie Brockman	English
Wendy Buchanan	Special Education/Resource
Micah Buller	Science
Sarah Burr	Speech
Anna Combs	Spanish
Shannon Grosse	School Nurse
Brandy Hall	Instrumental Music
Jamie Hestermann	Librarian/Media Specialist
Doug Iske	Industrial Technology
Heather Krause	Speech Pathologist
Adam Krecklow	Social Studies
Derek Kuhl	Strength & Conditioning/Directions
Jacqueline Mohr	School Counselor
Nicole Mowry	Vocational Agriculture
Paula Nichols	Mathematics
Joe Pavlik	Business
Jonna Pester	Mathematics
Pam Pfeiffer	Art/Journalism
Garrett Reese	Vocal Music
Justin Royal	Athletic Director/Directions
Steve Sayer	Social Studies
Carrie Simon	English
Jason Stanley	Science
Gary Stearley	Director of Technology
JeanAnn Watermeier	Business
Gregg Wiebusch	Physical Education
Joanna Zastera	Curriculum Instructor
Zoller, Michelle	Special Education/Life Skills

OFFICE STAFF

Sheri Moss	Office Aide
Stephanie Parde	Secretary

PARAPROFESSIONALS

Steph Holka-Meyer
Nicky Lutjemeyer
Susan Thies
Carrie Wittler

CLASS SPONSORS

Grade 9	Mr. Stanley, Mr. Krecklow
Grade 10	Mrs. Pester, Mrs. Mowry
Grade 11	Mr. Sayer, Mr. Wiebusch, Mrs. Nichols
Grade 12	Mrs. Pfeiffer, Mrs. Watermeier

ACTIVITY/ATHLETIC SPONSORS/COACHES

Sallie Agena	Girls Golf
Ashley Anderson	Dance Team
Trisha Babbel	Cheerleading
Allison Beers	Students of Service - S.O.S
Barry Brandt	Assistant Football
Wendy Buchanan	STOP, Concessions
Micah Buller	Asst. Boys Basketball, Boys Golf
Scott Crook	Assistant Wrestling/JH Wrestling
Jeremy Goebel	Head WR/JH WR, Head JH FB
Brandy Hall	Pep/Jazz/Marching Band, Play, Speech
Angie Halouska	Assistant Softball
Reagan Harsin	Assistant Track
Jamie Hestermann	Book Club
Doug Iske	Skills USA
Phil Janssen	JH B Basketball, Assistant Track
Jess Kirchhoff	Assistant Track
Adam Krecklow	Student Council
Jessica LaFollette	Assistant JH Volleyball
Nicole Mowry	FFA
Gabe Meints	Assistant Football
Jacqueline Mohr	Head Volleyball
Thomas Neeman	Head Cross Country
Paula Nichols	Prom Coordinator
Rick Nordhues	Head Track
Joe Pavlik	Head Football, FBLA
Megan Pellatz	JH Volleyball
Jonna Pester	NHS
Pam Pfeiffer	Yearbook, Journalism
Andrew Pryor	Head Girls BB, Assist JH FB, JH G Track
Brenda Royal	Assistant VB Coach
Justin Royal	Athletic/Activities Director
Steve Sayer	Quiz Bowl
Tony Starzec	Assistant Softball
Krista Sisco	Assistant Track
Dana Stark	Assistant G Basketball
Adam Stotz	Head Boys Basketball
Gregg Wiebusch	JH G BB, JH B Track
Carrie Wittler	Yearbook Photographer

ACADEMIC INFORMATION**ABSENCES**

When a student is absent from school, the parents or guardians of that student should call the school (402-269-2381) or e-mail shsoffice@gmail.com by 9:00 a.m. on the day of absence. The main office will take calls beginning at 7:00 a.m. daily, voicemail is available. Parents/guardians of students who are absent will be called if the office is not notified. If parental/guardian contact is not achieved by 9:00 a.m. the student will be recorded as truant for the remainder of the day or until the office is notified. In addition, parents/guardians are asked to provide written documentation from a healthcare provider should their child miss school for an appointment. Parents or guardians who are unable to call must send a written explanation for the absence indicating date, reason for absence, and parent signature. If no note or call has been received at the time the student returns to school, the absence will be unexcused.

1. EXCUSED

It is up to the parent to determine the need or reason for a student to be absent, as long as the number of absences stay within the attendance policy. Advanced excused absences are events such as appointments, personal family plans, college visits etc. These will be considered excused absences as long as the student plans and makes prior arrangements appropriately. A special release form must be secured from the office and properly filled out in advance. The student will make arrangements with his/her teachers prior to the absence and teachers will establish deadlines and guidelines for work completion. Upon receipt of medical documentation of an appointment, Power School will be changed from absent to medical. Additionally, students are expected to complete school work for a school sponsored absence prior to the absence.

2. UNEXCUSED

An absence will be considered unexcused if no parent contact has been made prior to the student's return to school. This should be a phone call but may be a note/e-mail upon return. In cases of unexcused absence, no credit will be given for missed assignments or tests. No credit granted means zero is recorded in the grade book for graded work that particular day(s). Students may have access to material covered during unexcused absences, but teachers will not be required to construct new forms of the test, reset laboratories, etc. as they may need to do in cases of excused absences. Parents will be notified about any unexcused absences. An unexcused absence could result in consequences for the student. Further unexcused absences will require different proceedings.

3. MAXIMUM ABSENCES

Any high school student who reaches 10 period absences, for any reason, within a semester, will lose credit for that class unless the absences are caused by what the staff and administration consider extenuating circumstances. Extenuating circumstances would generally be limited to hospital confinement or medical reasons confirmed by a doctor. All absences from class will count toward the maximum except for those which the school assumes sponsorship.

Student attendance will be monitored through the following procedures:

1. Each teacher will record attendance of all students each class period.
2. After four (4) days of absence from any class in a semester, the principal or their designee will send written notice to the student's parents noting:
 - a. the number of absences the student has incurred.
 - b. the school attendance requirements and procedures as stated in the Student and Handbook.
3. After seven (7) days of absence from any class in a semester, a conference will be requested between the student and the principal if it appears to be an attendance problem and the principal or their designee will send written notice to the student's parents noting:
 - a. the number of absences the student has incurred.
 - b. the school attendance requirements and procedures as stated in the Student Handbook.
4. After ten (10) days of absence from any class in a semester, written notice will be sent and a conference may be requested between the principal, the parent and the student noting:
 - a. the number of absences the student has incurred.
 - b. the school attendance requirements and procedures as stated in the Student Handbook.
 - c. Any absence after 10 during the semester will result in the student receiving no credit for the classes missed.
 - d. A student will lose credit for every class in which they exceed ten absences.

A student who has exceeded the maximum absences during the semester and has waived his/her right to appeal or lost the appeal will receive no credit for the assigned class for the semester. Lack of cooperation and/or participation in the class thereafter will result in disciplinary action. Such action may include parent conference, suspension, and expulsion. The Nebraska State Department of Education requires all public and nonpublic schools to submit Excessive Absenteeism information on a monthly basis. This data is, in turn, reported to the Truancy Task Force for study and evaluation. This is a report of all absences with the exception of school activities. This has become a part of Nebraska School Law through the revision of PL 79-527. Additionally, this law requires that all students accumulating more than 20 total absences (10 per semester) be referred to the Otoe County Attorney for nonattendance.

Suspension from school will not count towards the total of 10 absences.

It is the responsibility of the student and parent/guardian to provide documentation of extenuating circumstances that resulted in the student's absence from school. Fundamental to the effectiveness of this policy is cooperation between the school, parent, and student. It is our intent to stress the importance of regular school attendance which enhances the likelihood of success and serves as a permanent record of the student's maturity in meeting expectations.

ATTENDANCE PROCESS PROCEDURE

At the time the Attendance Committee (principal, counselor, and teacher(s)) render their decision, the appeal process to that decision shall be explained.

1. In the event that the student and/or his parents are dissatisfied with the decision of the Attendance Committee an appeal may be made to the Superintendent of Schools. The superintendent must receive the request for hearing within five (5) days following the decision of the Attendance Committee. The hearing shall be conducted within five (5) days after receipt of the request. The student may be allowed counsel if he or she desires, and the student should be given the opportunity to call witnesses. The Superintendent will make a decision on the case and inform the student of the decision. A statement of findings of facts from the hearing shall be compiled and the student and parents provided a copy within two days.
2. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Board of Education must receive in writing a request for such a second hearing within five (5) days. Following receipt of such a request, the hearing shall be held within five (5) days and the student and parent or guardian shall be given prompt notice of the time and place of such hearing.
 - a. The student will be provided with an opportunity to testify, question, and present other evidence on his or her behalf at the hearing. Counsel may be present.
 - b. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his/her parents within two (2) days.

ACADEMIC STATUS REPORT

An Academic Status Report will be recorded at the conclusion of each school week. This report will be a listing of all students currently failing one or more classes. This report will be the guide to determine activity participation for the upcoming week and pass privileges. If a student is failing two or more classes at the conclusion of the week, he/she will not be allowed to participate or attend school activities the following week (Sunday through Saturday). A Student may become immediately eligible if they are passing ALL of their classes. Confirmation that the Student is passing must come from the principal or his/her designee. Students attending an activity while on the ineligibility list will be ineligible for an additional week. Once students are off the ineligibility list, their privileges will be reinstated the following week. Students on the ineligibility list will not be allowed to leave school early with a team. Additionally, if a student is failing two or more classes, they will not be given pass privileges unless the pass is signed by the teacher of a class he/she is failing.

ASSESSMENT

Parents will be given the opportunity to request that their student's test scores not be shared with outside agencies (i.e., U.S. military, colleges) on the student profile sheet. This decision may be reversed at any time by contacting the school regarding the change in status.

CLASSROOM BEHAVIOR

Each class period is a planned experience designed to help improve the skill and knowledge of each student. The teacher is the director of these activities and is responsible to make sure each student has the opportunity to learn as much as possible. All students are expected to behave in a manner that will permit everyone in class to take advantage of these learning experiences. The teacher has the responsibility to decide what behavior is appropriate and may send a student who disrupts the learning process to the office. A student who continually disrupts the learning process may be withdrawn from the class and not allowed to return until the student, parents, and administration agree that the student's behavior will become acceptable. (BP5131, 5144)

CONDUCT AT SCHOOL ACTIVITIES (HOME AND AWAY) Students participating in or attending school events are to abide by school rules and are accountable to school personnel. They are expected to conduct

themselves at all school activities in a manner that brings credit to them, their parents and their school. (BP5130, 5144)

COURSE OF STUDY

There are courses recommended for students who have ideas of post-secondary education and courses for those who are reasonably sure their formal education will end with high school. Establishing a course early and continuing with it helps to avoid conflicts. A copy of the Program Planning Handbook is available for check out from the counselor.

DISCIPLINE INFORMATION

This Code of Conduct supersedes all previous policies and procedures. Parents and students should review this section paying particular attention to those behaviors that will result in expulsion for the remainder of the semester and the next semester.

DUE PROCESS RIGHTS

When you become a student of Syracuse Schools you do not give up your constitutional rights. Your rights of due process entitle you to:

1. know what the rules and regulations are,
2. be notified of charges and provided the opportunity to respond to those charges,
3. have counsel,
4. appeal a decision about the charges to a higher level; and
5. have the charges or penalties removed from records if the evidence demonstrates innocence or non-involvement. (BP5144, 5145)

EARLY GRADUATION

Upon completion of the required number of hours and required courses for graduation, students may be allowed to complete school early when the following additional conditions are completed:

1. Notice of intent to graduate in three years or seven semesters must be submitted to the high school principal prior to the end of September of the school year in which graduation is to occur.
2. After meeting with the parents and student, the principal will make a recommendation to the superintendent and board of education.
3. Students graduating at the conclusion of either six or seven semesters may not be allowed to participate in any school activities such as athletics, Junior-Senior Prom, etc. upon their terminating school.
4. Students graduating at the end of six semesters will not be allowed to order graduation announcements or cap and gown. They will be recognized at the graduation ceremony as early graduates, provided they pass all exams and requirements. They will also be required to attend all classes up to the final scheduled day for the class they would normally have graduated with. That is, they will not be released from classes when the seniors are released.

GRADING AND EXAMINATIONS

Grades are an evaluation of what a student has learned and shall be a symbolic representation of achievement. They become part of a permanent record that lasts a lifetime. High school records are important to institutions of higher learning, employers, and the various military services. The school only keeps the records, the student makes them.

Use of grades for disciplinary purposes is prohibited by board policy. Written or oral evaluation is a continuing process in each class. Teachers determine grades by consideration of daily class work and recitations, attendance, individual projects, homework and related activities, as well as performance on various types of tests. Grades will be sent to parents at the end of each quarter. Students and parents should feel free to discuss the grading system used by each teacher. Generally the grades can be interpreted to represent the following:

A = 93 - 100% Excellent
 B = 85 - 92 Good
 C = 78 - 84 Average

D = 70 - 77 Below Average
 F = Below 70 Failing

I = Incomplete --Work can be made up for credit within two weeks

Grades issued for progress in classes other than regular will not be used in the determination of scholarly achievement. (BP5121, 5124)

GRADUATION REQUIREMENTS/CEREMONY

The following requirements and restrictions for graduation have been established by the Board of Education for students at Syracuse-Dunbar-Avoca High School:

1. General - Required hours - 250
 - 150 must be earned in grades 10, 11, 12
2. Specific - Grades 9 - 12
 - English-40 hours
 - Science-30 hours
 - Mathematics-30 hours
 - Information Tech-5 hours
 - Personal Finance-5 hours
 - Programming I – 5 hours
 - Speech-5 hours
 - Social Studies-30 hours (10 of American History and 5 of American Government)
 - Physical Education-20 hours, 10 of which must be taken in grades 10, 11, and 12

Students who have no chance of graduating will not be permitted to participate in the ceremony with the graduating class. The only exception to the previous statement is if a student finishes the second semester needing 10 credit hours or less to meet graduation requirements. If a student only needs 10 or less credit hours to meet requirements, they will be allowed to participate in the graduation ceremony. For the purpose of participating in the graduation ceremony, all course work must be completed and certified by school personnel by May 1 of the current graduation year. Participants in the graduation ceremony will be required to wear the school cap and gown. In addition to the school cap and gown, the only allowable accessories will be the valedictorian and salutatorian medals, honor cords for the top 10%, and NHS medals. No other accessories will be allowed during the ceremony. This includes but is not limited to adoring caps, sashes, other ropes, etc.

GRIEVANCE PROCEDURE

Whenever a student or a parent/guardian of a student in the Syracuse-Dunbar-Avoca Public Schools has a problem with another person, the first step is to discuss the problem with that person to resolve the conflict. If that procedure is unsuccessful, then the problem is to be taken in order to a classroom teacher or counselor, then the principal, then to the superintendent, finally to the Board of Education for resolution.

HELP FROM TEACHERS

The main role of teachers is to be of assistance to the students. Students should feel free to ask teachers for help at any time. The teachers will arrange time to be available to help students during their regular classroom time, planning time, during study halls, or before/after school.

HOMEWORK

Teachers may assign work to the students that can not be completed during the regular class time. It is the students' responsibility to make sure that this class work is completed by the assigned time. Failure to complete classroom assignments may result in a failing grade.

HONOR ROLL AND CLASS RANK

Soon after the completion of each quarter, Syracuse-Dunbar-Avoca Schools will publish three lists of honor students: (1) High Honors, (2) Honors, and (3) Honorable Mention. Students may qualify for Honorable Mention by having no grade below B; for Honors they must have at least two grades of A and no grade lower than a B; and for High Honors all grades must be an A. The honor lists are printed to recognize publicly those students who have achieved academic excellence. High school class rank is determined each semester by total accumulated grade point average of regular classes. (BP5126)

MISSING ASSIGNMENTS/AFTER SCHOOL TUTORING

It is the responsibility of all students to turn in their assignments in a timely manner. On any day of the week teachers may also require students to come to school early or stay after school to complete missing work. Teachers will notify parents/guardians by phone or email of failing grades. Acceptance of late work is at the discretion of each individual teacher and will be covered in their syllabi. After school tutoring is available to all students on Tuesdays and Thursdays after school from 3:30-4:15 p.m. in the library. In addition, students may be assigned by any classroom teacher to after school tutoring for failing to complete classroom work.

Teachers will notify parents/guardians by phone or email of the after school tutoring placement. Failure to attend after school tutoring may result in the student losing credit on the assignment and/or additional consequences by the principal.

NATIONAL HONOR SOCIETY

Selection for membership to National Honor Society is based on out-standing scholarship, leadership, service and character. To be eligible for membership, the candidate must be a member of the Sophomore, Junior or Senior class and have been in attendance at Syracuse High School the equivalent of one semester. Candidates must have a cumulative scholastic average of 3.2 or higher. Evaluation guidelines regarding service, leadership, and character shall conform to those examples identified by the National Council of the National Honor Society. Students eligible will be required to complete an application, furnishing the faculty council with information regarding co-curricular activity involvement, leadership positions, community activities, work experience, recognition, awards, and what actions they would take regarding furthering the purpose of the National Honor Society in Syracuse High School. Applications meeting the required criteria will be reviewed by the council. Students who fail to maintain a GPA of 3.2 or higher, or engage in behaviors that would have prevented their application to NHS may lose their privilege to be an NHS member according to the Syracuse National Honor Society Dismissal Guidelines.

PROGRESS REPORTS

In the middle of each quarter teachers may send progress reports home so that the student and parent become aware of student progress. It is important for teachers, parents, and students to communicate on a regular basis to help the student plan his educational future. Conferences may be requested by any party. Progress reports may be received for outstanding improvement as well as for unsatisfactory or failing work or not working up to ability. (BP5124)

PROMOTION AND RETENTION (CLASS MEMBERSHIPS)

High school students will have their status changed as to whether they are 9th, 10th, 11th, or 12th graders when credit shortages make it apparent that graduation will be impossible within the normal four years of high school attendance. (BP5123)

PARENT-TEACHER CONFERENCES

Syracuse-Dunbar-Avoca Public Schools have scheduled Parent-Teacher Conferences as part of the school year. The conferences have as their primary objective the sharing of information which will lead to the best possible educational experiences for the student. It is essential for parents to participate in these conferences. First quarter grade reports will be issued at this time. (BP5124)

REGISTRATION

Registration for courses is conducted during the second semester. Students must enroll in at least eight classes. The counselor is ready to assist any student in choosing a course of study. Tests that are indicative of a student's interest and aptitudes should be carefully considered during the registration period. Pre-registration sheets will be sent home for approval by parents. Parents are encouraged to take an active role in this process.

REPORT CARDS

Report cards are the school's communication to keep students and parents Informed on the student's progress in the nine week period. Report cards will be distributed at the end of each quarter.

ROCKET HALL OF FAME

The Rocket Hall of Fame recognizes those students who have achieved a total high school cumulative grade-point average of 4.0 and/or an ACT score of 30 or higher. Achievement of this honor awards the student permanent placement on the SDA High School Rocket Hall of Fame board.

SCHEDULE CHANGES

Each student has a class schedule that has been developed through the cooperation of the counselor, parent and student. Necessary changes will be made within the first week of school in each semester. Any change must be approved by the counselor and parent with teacher involvement.

SCHOLARSHIPS AND FINANCIAL AIDS

The counselor will aid students in becoming aware of scholarships and financial aids which are available for college students. Financial Aid meetings have been established to help parents and student understand the process of obtaining financial aid. After selecting a college or technical school the student, with the help of

the counselor, should contact the department of financial aids of that institution for obtaining financial assistance. Seniors are eligible for many scholarships and the counselor will help them become aware of what is available. It is the responsibility of the student to complete the application forms and to take other necessary steps in securing the scholarships.

SENIOR RELEASE

Senior students who are able to arrange schedules so they are enrolled in a minimum of five full-time classes at the beginning or the end of the school day may be released early/arrive late if the additional following conditions are met:

- (1) They must be in their seventh semester of attendance and in good academic standing.
- (2) They meet with the high school principal and/or counselor to explain their case.
- (3) Must have a signed permission form completed by student and parent noting what periods the student will not be on campus.
- (4) Arrangements for senior release must be made before the add/drop deadline (First 5 days of the semester).
- (5) Students are encouraged to continue vocational courses in which they are enrolled. (BP5139, 6113)
- (6) Students understand that senior release is a privilege that may be removed if students fail to meet any academic requirements on their course schedule.

SPECIAL EDUCATION

It is recognized that some students need special help in developing competence in the skills needed for continuing education. Provision for meeting this need is made in special education programs that enable teachers to give more time to the needs of such students. Students in need of such a program are identified through a special testing program that helps to identify the needs of the individual and permits planning of a program to fit the needs of the individual. Students will receive their instruction in the regular classroom whenever possible. The school district will comply with Public Law 94-142, the Education For All Handicapped Act.

SKIPS - SINGLE CLASS

A skip shall be defined as a class absence in which proper check-out procedures are not followed. A student who has skipped a class must complete all assignments given by the teacher. Credit will not be given for the unexcused absence. (BP5110)

STUDENT AWARDS

Awards received by students from outside organizations will be presented to the students at the appropriate time.

STUDENT MOVEMENT

There is a three-minute passing period between classes which allows students to move from one area of the building to another. During the class period, student movement will be limited to only those students who have passes from their teachers. (BP5130)

STUDENT TESTING

The Nebraska Department of Education requires a standardized test for all Grade 11 students.

STUDY HALL

DEAR Reading: The first ten minutes of study hall each day will be spent in free-reading. Each student must bring reading material with them to study hall – you may not leave study hall to check-out reading material during DEAR reading time. If students do not have reading material with them, some will be provided by the classroom teacher.

Library: The library is available to students who need to study, research, find a book, or work on group projects. Three students from each study hall may request passes from their study hall teachers. Students wishing to work on group projects in the library should request a purple project pass from the teacher who has assigned the project to the start of study hall.

Homework: Students must bring adequate material to keep them busy during the study hall class period. If you need to work with someone else on a class project you must provide a note or some kind of communication from your teacher informing your study hall teacher. If you have absolutely no homework, you can continue to read your “free-reading” book. All students are expected to stay busy with homework or silent reading on a daily

basis. Remember, this is called "Study Hall" not "Free Time." Study halls are intended to provide students with time to do homework within a learning environment. There is absolutely no reason for sleeping, roaming the halls, gossiping, or any non-academic activity during study hall. Students may be referred to the office or face detention time for failing to preserve the academic environment in study hall.

Restroom: Teachers will provide corridor passes to the restroom. Students must sign out to use the restroom and sign back in upon their return. Students must use the restroom closest to their study hall classroom. Students are not to use the locker rooms unless they are in PE class.

Academic Status Report: Study hall rules regarding a student's presence on the Academic Status Report are as follows:

Two failing Grades – no pass anywhere unless from teacher(s) of the class they are failing and the student is working on material for the classes they are failing.

Food and Refreshments: The classroom teacher will hold discretion in allowing food and drink in their assigned classroom. Food and refreshments are not allowed in the following areas; computer labs, while in possession of any electronic device that is the property of the school district, the Skilled and Technical Sciences work area, and the Science lab areas. Gallon water jugs may not be used by students.

Organizational Meetings: Organizational meetings will be held on a rotating basis. These meetings will take place during study hall, usually on the last day of the week. Students attending an organizational meeting are allowed to leave study hall prior to the 10-minutes reading.

General Rules:

1. Teachers should provide a sign-out sheet that indicates when each student left their room and where they were going.
2. Students that check out from the study hall must have a pass from the study hall teacher. Teachers will use corridor passes.
3. Students will be required to sign out of the classroom each time they leave. Students should not be issued permanent passes.
4. Copies of Study Hall rules will be placed in Substitute folders to enable the consistent enforcement of these rules.
5. A study hall teacher may alter or limit these rules within reason and deny a student any or all privileges if a student chooses not to follow these guidelines.

TARDIES

Promptness to class is necessary to enhance the effectiveness of the day-to-day operations of the school. Students who are late to class delay the beginning of the class unnecessarily which wastes valuable instructional time for the majority of the students who are present. The first ten minutes of each class period will be the time counted as a tardy. Any student who is not in class by the end of the 10 minute tardy period will be counted absent and this absence will count against the ten allowable absence days. Once the student has accumulated five tardies, a detention will be assigned. Detentions or ISS will be assigned for tardies that accumulate if the students reach 10, 15, 20, or 25 tardies. Students reaching 30 tardies in one semester will be suspended out of school and a parent conference will be held with the principal. The administration will confer with the student about their tardies and parents will be contacted. Each academic semester will start a new tardy reporting period.

The maintenance of tardy records and informing the student of how many tardies they have in a class period is the responsibility of the classroom teacher. If a teacher is the cause of a student being tardy to his next class, then it is the student's responsibility to ask the teacher for an excuse to present to his/her next teacher. Unless this is done the student may be charged with a tardy or absence. (BP5113)

TRANSFER OR WITHDRAWAL

When a student drops out from high school or transfers to another school, it is to their advantage to check out of school properly. Where there is a question of a student wishing to drop out of school, it is strongly recommended that the student talk with the counselor before he/she has finalized his/her decision to drop school. The procedure for dropping is to have a Withdrawal From School form signed by the parent or guardian. (Forms available in the office.) A Clearance Sheet will be issued and must be signed by all your teachers, coaches, the librarian, the counselor and the principal's office. A signature from each of these indicate that you have turned in all borrowed materials and that you owe the school no money.

VALEDICTORIAN/SALUTATORIAN

The selection of the valedictorian and salutatorian for senior graduation will be based upon grade-point-average. In the case of a tie, the students' cumulative percentage will be used to establish a rank-order of students for valedictorian and salutatorian selection. Students must have attended four semesters at Syracuse High School in order to be eligible for valedictorian or salutatorian.

VISITING POST-SECONDARY SCHOOLS

Students and their parents/guardians should visit with the counselor during the junior year in regard to college choice so that you may know about the required tests and so a college visitation can be arranged during the summer preceding the senior year. If parents find it necessary to have you visit during the school year, every attempt to avoid missing school should be made.

ACTIVITIES

STUDENT ACTIVITIES

Students are encouraged to participate in those activities and organizations for which they are eligible and which meet their needs and interests. These activities give the student additional opportunities to develop skills in leadership and cooperation with other people. The Board of Education has adopted a policy prohibiting any organization which functions as a "secret society". All students interested in participating in the activities program should contact the sponsors or coaches of the activity.

- | | |
|--|----------------------------|
| 1. Book Club | 9. Math Club |
| 2. Cheerleaders | 10. National Honor Society |
| 3. Dance Team | 11. Quiz Bowl |
| 4. FBLA | 12. "S" Club |
| 5. FFA | 13. Skills USA |
| 6. Football, Volleyball, Cross Country | 14. Speech/Drama |
| Basketball, Track, Wrestling, Golf | 15. STOP |
| Softball, Unified Track, Unified Bowling | 16. Student Council |
| 7. History Day | 17. Students of Service |
| 8. Instrumental/Vocal Music | 18. Yearbook Staff |

Some organizations will have regularly scheduled meetings during the school day. All other activities will be scheduled outside the school day. (BP5133, 6145)

SDA Junior High has the following organizations and activities in which students may participate:

- | | |
|--|---|
| 1. FFA | 5. Math Contests |
| 2. Football, Volleyball, Cross Country | 6. STOP |
| Basketball, Track, Wrestling | 7. Student Council |
| 3. History Day | 8. After School Clubs (Book, Quiz etc.) |
| 4. Instrumental/Vocal Music | |

STUDENT 24-HOUR ACTIVITY CODE

The Syracuse-Dunbar-Avoca High School athletic teams and activities groups are before the public eye throughout the school year. Therefore, it is imperative that a high standard of conduct, grooming, dress, training, and eligibility is established as part of the program. Regulations governing participation have been developed into a 24-Hour Activity Code. All students participating in or attending school sponsored activities will be held accountable for these expectations.

It is the philosophy of the Syracuse-Dunbar-Avoca Public Schools that it is important for students to conduct themselves as responsible representatives of the school and conduct themselves in such a manner during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus. Membership of a team or organization, as well as participation as a spectator of school activities is considered a privilege and failure to abide by the Code of Conduct is subject to disciplinary action.

Student Activity Participation Code: Before students are allowed to participate in school-sponsored activities, students and parents must acknowledge with a written signature that they have read and understand the student activities standards and code of conduct that have been developed and are in effect.

Academic Guidelines: All students must pass a minimum of 20 credit hours the previous semester of attendance according to State standards. In addition, after the third week of each quarter, any student who is failing more than one class and is involved in co-curricular activities, will be notified by his/her sponsor or coach that he/she is ineligible for the following week's performances. The week will run from the Monday following the distribution of the academic status report through the following Saturday. Each week the students' grades will be re-evaluated to determine eligibility.

In activities where practice or rehearsal is necessary, it is up to the individual sponsor or coach to determine if the student should be allowed to practice or rehearse. Students who are ineligible for performances due to academic reasons will not be allowed to miss school to accompany the team for an out-of-town performance.

It is the responsibility of the sponsor or coach to notify any student that is failing and to encourage the student to get the appropriate help. It is the student's responsibility to take the initiative to get the extra help and to raise his/her grade to a passing level.

School Attendance for Activity Participation:

School day – any student participating in an event or practice must be present from the beginning of sixth period to practice or compete. Exceptions to the rule may be made by the building principal (e.g. pre-arranged absences, emergency situations if school is notified prior to absence, etc.)

Practice – all students are expected to attend. Absences for valid reasons can be excused by coaches or sponsors. Performance always takes precedence over practices when students are involved in more than one activity. (BP5130, 6145)

Transportation to Out-of-Town Activities: Students representing the high school or junior high school as part of an organized activity or athletics will ride in vehicles authorized by school officials. On occasion, other arrangements may be made, but only between parents and the administration **prior** to the scheduled departure from SDA High School. Parental contact will be made to the school office prior to the authorized event. (BP5131, 6145)

Physical Examinations: Students competing in NSAA sanctioned interscholastic athletic programs must complete a physical examination by a physician of his/her choice each year prior to participation. This examination must take place during the school year in which the students participates or during the summer directly preceding it. The expense for the examination is the responsibility of the student or his/her parents.

NSAA Eligibility:(1) You were not 19 years of age before August 1; (2) You have not attended grades 9-12 more than 8 semesters; (3) You were enrolled in school by the 11th day; (4) You were in school the preceding semester; (5) You passed 20 semester hours of credit the preceding semester; (6) You are currently passing 20 semester hours; (7) You have not graduated from high school; (8) You do not play on an independent team during the season of that sport; (9) You do not play on an all-star team during the school year; (10) You have not changed schools without your parents changing residence or your parents have not changed their residence to another school district. (Exception – If school has started you will be eligible to compete that year.) (11) You shall not participate in a contest under an assumed name; (12) You must maintain your amateur status; (13) Students are eligible for eight semesters.

Local Eligibility: A student becomes ineligible for extra curricular of the school program or suspension from said activities shall result when, during the period from which the student signs this Activity Code through May 31, one of the following has occurred as evidenced by a reliable witness such as a staff member, law enforcement officer, parent, etc., admission of guilt or no contest, acceptance of pre-trial diversion program, or finding of guilt by the courts.

1. illegal use and/or possession of alcohol, drugs, or a controlled substance.
2. use of tobacco or gambling
3. criminal acts with due consideration of the degree and severity of the offense.
4. repeated failure to follow rules and directions established by student code of conduct.

Penalties For The Above Acts

First Offense:

Suspension from participation in school activities (not including practices) for 21 calendar days. This period will begin immediately following the notification to the student and their parent or guardian of the suspension. The student will forfeit any appointed or elected position during the suspension period, (example: Homecoming/Prom attendants/royalty.)

Second Offense

Suspension for all school activity competition, participation or attendance for the remainder of the school year. Second offense signifies a second violation of any of the items listed above, not necessarily two violations of the same regulation.

Co-curricular Activities

If the competition or activity involved would also impact a student's grade in a class, the student shall be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment shall be determined by the sponsor and approved by the administration.

Individual Activity Rules: It shall be the responsibility of the sponsor of each activity to make known to the student, in writing, additional rules.

Coach and Sponsor Discipline: Any head coach or sponsor shall retain the right to have reasonable organizational rules and to discipline students in any reasonable manner. This discipline may include suspension from practice or participation for up to five days for violation of any rules that have been made known to the students in writing. Suspension may result from the following:

1. Failure to regularly attend practices, meetings and other required activities of teams or groups.
2. Insubordination to coaches/sponsors.

Student Responsibilities: Students must take care of all obligations (equipment, fines, etc.) in their last activity before participating in another activity.

GENERAL

ACCIDENTS AND ILLNESS IN SCHOOL

Any accident or illness that occurs at school is to be reported by the student to the teacher in charge of the class or activity where such illness occurs. The administration or office personnel will determine the need for medical help. A school nurse is on duty and can be called if necessary. An ill or injured student will not leave school until permission of the parent or the person designated by the parent, has been received. Students are not to leave the building without permission from the nurse or principal. If deemed advisable, the school will request that the parent or designee pick up the student. If the parent or designee cannot pick up the student, the school nurse may be requested to take the student home. Accident report forms will be filled out and kept on file. (BP5141)

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.

Students with a suspected contagious condition such as pink-eye, impetigo, head lice or a rash of unknown origin will be excluded from school until clear, until a physician's permission to return to school is presented, or in accordance with any directed health measure. They must check in with the health office first before returning to the classroom. Students with vomiting due to illness or a temperature of 100° F or over will automatically be excluded from school. They should be fever free for 24 hours without the use of fever reducing medication before returning to school. Students who have been out of school because of a contagious disease must present written permission from their physician to return to school and must check in with the health office before returning to the classroom.

ADMINISTRATIVE OFFICES

The High School Principal and 7-12 Activities Director's offices are located on your left as you enter the east main entrance of the high school.

ADULT AND STUDENT ATHLETIC PASSES

Athletic passes are for local use only. They admit the owner to all levels of athletic events excluding Conference Tournament, Districts, Playoff, etc. The various passes available to Syracuse-Dunbar-Avooca High School events this year are:

- Adult Athletic Pass - \$60.00 (Adult pricing includes any individual who is no longer a K-12 student)
- Student Athletic Pass (Pre K-12) - \$40.00 (no family will pay more than \$200.00 for their immediate family if their students attend SDA schools)
- Senior Citizen Pass (60 and over)- free

Varsity Gate Prices - \$7 – Adults, \$5 – Students
 JV and Junior High Prices - \$5 – Adults, \$4 - Students

All K-12 students will need to buy a single admission ticket or have an Athletic Pass in order to attend any athletic event.

ANNOUNCEMENTS AND BULLETINS

Announcements will be posted on-line and read each morning at the beginning of second period. Any organization wishing to have an announcement made should have it written up and turned in to the office with approval before 8:30 a.m. that morning. Announcements must be brief, concise and signed by the sponsor or administrator.

BELL SCHEDULES

REGULAR

Warning	8:15
Period 1	8:20- 9:07
Period 2	9:10- 9:57
Period 3	10:00-10:47
Period 4	10:50-11:37
Period 5A	Lunch 11:37-12:04
	Class 12:07-12:58
Period 5B	Class 11:40-12:31
	Lunch 12:34-12:58
Period 6	1:01-1:48
Period 7	1:51-2:38
Period 8	2:41-3:28

HOMEROOM

Warning	8:15
Period 1	8:20-9:02
Period 2	9:05-9:47
Homeroom	9:50-10:19
Period 3	10:22-11:04
Period 4	11:07-11:49
Period 5A	Lunch 11:49-12:16
	Class 12:19-1:10
Period 5B	Class 11:52-12:40
	Lunch 12:43-1:10
Period 6	1:13-1:55
Period 7	1:58-2:43
Period 8	2:46-3:28

PEP RALLY SCHEDULE

Warning	8:15
Periods 1-5	Normal
Period 6	1:01-1:42
Period 7	1:45-2:26
Period 8	2:29-3:10
Pep Rally	3:15

2-HOUR LATE START

Warning	10:15
Period 1	10:20-10:55
Period 2	10:58-11:54
Period 5A	Norma
Period 3	1:01-1:28
Period 4	1:31-1:58
Period 6	2:01-2:28
Period 7	2:31-2:58
Period 8	3:01-3:28

EARLY DISMISSAL (8 PERIODS)

Warning	8:15
Period 1	8:20-8:48
Period 2	8:51-9:19
Period 3	9:22-9:50
Period 4	9:53-10:22
Period 5	10:25-10:54
Period 6	10:57-11:26
Period 7	11:29-11:58
Period 8	12:01-12:30
Dismiss	@12:30

* Students riding the bus are to wait in the lunchroom until buses arrive at 1pm.

BUS TRANSPORTATION, ANY AND ALL SITUATIONS

Bus service is provided as a special privilege and should be treated as such. Bus drivers have a very serious responsibility and will NOT be asked to tolerate any conduct which endangers the welfare of the bus or its passengers. The bus drivers have been instructed to report all misconduct to the principals. The following regulations apply to riders:

1. Students are to follow instructions and general classroom conduct rules.
2. Remain seated when the bus is in motion.
3. No loud or distracting activities should be carried on.
4. Silence is to be observed at all Railroad Crossings.
5. Ride only on the bus which takes you home and/or between buildings. Violation of these regulations may result in a student losing the privilege of riding the bus and/or other disciplinary action. (BP5131) More specific guidelines may be given to bus riders by their driver.

CELL PHONE/DEVICE USE (Including wearable technology)

Students may use their cell phones or wearable technology in class when directed to do so by the teacher, as listed below. They may also use these items before school, after school, lunch, and during passing periods. Students not following these expectations will be managed as follows: First offense – item will be turned into the office and returned to the student at the end of the school day (office notifies parents). Second and subsequent offenses – cell phone will be turned into the office and parents will be asked to pick the item up from school (office notifies parents). Additional interventions, including consequences, may be employed by the administrator. The use of cell phones/devices that violate school rules may result in more significant consequences including expulsion.

Limited device use will be allowed in classrooms within the constraints listed below.

1. The student takes full responsibility for his or her device and the school is not responsible for the security of the device.
2. The student is responsible for the proper care of their personal device, including costs for repair, replacement, or any modifications required to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reasonable suspicion to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any Board policies, administrative procedures or school/classroom rules involving a student's personally owned device may result in the loss of the device in school and disciplinary action.
5. The student must comply with the teacher's/staff's request to shutdown the device or close the screen.
6. **The student may not use the devices to record, transmit or post photos, video or audio recordings of any kind of a person or persons on campus, nor can any images, video or audio recorded at school be transmitted or posted at any time, without the express permission of a teacher.**
7. The student should only use their device to access relevant files.

8. The student will use the district's secured wireless network. **Use of 3G or 4G wireless connections is not allowed.**
9. Teachers will establish their own classroom rules regarding device use.
10. Students must have a **pre-signed** pass from a teacher in order to use a device during study hall.

CHANGE OF ADDRESS

Whenever a student moves, changes his address or phone number, the student should report this change to the office personnel.

CHILD ABUSE AND/OR NEGLECT

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall be done both orally and in writing to the Otoe County Department of Public Welfare. If there is reason to believe that immediate protection for the child is advisable, an oral report shall be made to an appropriate law enforcement agency.

Anyone participating in good faith in those procedures shall have immunity from any liability, civil or criminal. Laws providing privileged communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor. (BP5140)

CLOSED CAMPUS

Syracuse-Dunbar-Avoca High School has a closed campus for all students. Students wishing to leave the building during the day, for any reason, must receive prior permission from the office. Students who leave the building without checking out will be considered truant.

COMMUNICABLE DISEASES/ILLNESS

Any student who is found to have a communicable disease that might endanger the rest of the students at SDA High School may be asked to stay at home until the health hazard no longer exists. (BP5141)

COMPULSORY EDUCATION

Nebraska State Statute 79-201 states that every person in the state of Nebraska that has legal control of any child ages 7-18 shall cause that child to attend regularly a school each day that the school is open and in session. (BP5113)

Mandatory ages of attendance for truancy purposes are as follows: The mandatory ages of attendance are age 6 (as of January 1 of the then current school year) to age 18. Attendance is 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; (3) has reached 18 years of age; (4) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school (must be obtained from the principal's office). In addition to a signed notarized release form, the superintendent's designee (Principal) shall conduct an exit interview if the child is (a) enrolled in SDA High School, or (b) resides in the school district and is enrolled in a private, denominational, or parochial school.

CONVOCATIONS OR ASSEMBLIES

Students are expected to take advantage of the convocations brought to the school for the purpose of broadening the regular school curriculum. (BP5130)

DANCES AND PARTIES

Throughout the school year, various organizations may sponsor school dances and parties. They must be arranged with their sponsor and approved by the administration. Once a student enters a school dance or party he/she will not be allowed to leave and then return. Students will be expected to register dates from outside the student body in advance. Sponsoring groups are responsible for arranging appropriate adult supervision. (BP5130)

DATING VIOLENCE

Syracuse-Dunbar-Avoca Public Schools strive to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means 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.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope, and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy. (BP 5149)

DETENTION

Students may be assigned detentions for disciplinary infractions. Detention assignments take precedence over all other activities. --CAUTION-- If you are requested to stay after school for a detention period, it is your responsibility to see that all arrangements are made for transportation home, notifying your parents, etc. (BP5131)

EMERGENCY CARE

In case of an emergency, the school may call the family physician or an available emergency physician for the administration of temporary relief or aid. If in the opinion of the principal or attending adult, a student has sustained a serious injury or his life is in jeopardy, a rescue squad will be called immediately and parents notified. After a serious injury or illness, parents can expect a call from the school nurse or principal to find out what limitations may be placed on their student's activities. These restrictions should be explicitly conveyed so that the information and parental concerns can be relayed to the proper instructor(s). Any condition rendering a student unable to participate in a scheduled class or activity will necessitate a statement from your physician stating such conditions. This will enable the school to provide a waiver on meeting specific class requirements or time to make adaptations in the curriculum for the students. (BP5141, 6114)

EMERGENCY CLOSINGS

If weather or other conditions force the closing of school, the school will contact Channel 10 (KOLN-TV) and Channel 7 (KETV) and radio stations KNCY (1600AM), KFAB (1110AM) and WOW (590AM OR 94.1FM) as early as possible. This will be done for activities as well. Parents and students should tune in and listen for possible school closing information. Information related to school closings will also be available at the district website. It is our general policy to be open on every scheduled day for the scheduled hours. If school must close after being in session, students should be instructed as to what to do. Bus students will be left off at regular stations if possible. If the weather changes so rapidly that drivers cannot deliver students or feel it is unsafe, parents should have made previous arrangements for their students to stay in Syracuse. (BP6114)

FIELD TRIPS, ATHLETICS AND ACTIVITIES

Some classes will include a field trip away from the school building. At other times, students may represent the school at activities or athletic events. At all times students are expected to observe regular school rules and the Code of Conduct. Teachers/Sponsors of classes or groups having students missing all or any portion of the regular school day are required to place a listing of those students in the daily bulletin no less than three (3) days prior to the scheduled activity or event. This will enable other teachers to make assignments and establish due dates for work to be missed. The teachers whose class the student will miss may require school work to be completed prior to the time of departure. A specific Field Trip or Activity Trip form will be sent home prior to those events that encompass more than the school day (excluding athletics). All forms are to be returned to the appropriate teacher/sponsor who will turn them into the office. (BP5130)

FIRE DRILLS

Fire drills will be conducted monthly as required by law. They are an important safety precaution. It should be assumed that whenever the first alarm sounds there is a fire and everyone must evacuate the building as quickly and quietly as possible. Teachers will review the exit routes from each class at the beginning of the school year. Specific directions for emergency exit are posted in each room. Classes should remain together so roll can be taken if necessary. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms. (BP6114)

HAZING

Hazing or initiation by a school organization, groups, clubs, teams, or individuals is prohibited. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion. Hazing is 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 with any school organization. The school will follow Neb. Statute 79-2, 101 to 2, 102 when dealing with hazing.

IMMUNIZATION REQUIREMENTS

Nebraska State Law 77-444.01 requires immunization. All students enrolling in the SDA schools must be fully immunized prior to enrollment and be able to submit evidence of immunization. The law also permits a parent/guardian to present a written refusal statement that he/she does not wish to have the student immunized. Students who are not in compliance with the immunization requirement or have not provided a written refusal will not be permitted to continue in school until they have complied with the law. Immunization forms are available from the school nurse. Immunization costs are the responsibility of the parent/guardian. (BP5141)

INITIATIONS

Only formal initiation ceremonies may be held and must be under the supervision of their sponsor and with the approval of the principal. (BP5230, 5133)

INSURANCE

SDA schools make an insurance program available to students for financial protection against accidents that may occur. The insurance program is available at any point during the school year but is only offered to the entire student body at the beginning of the fall term. The cost of the insurance premium is paid by the parents. Either the "School Time" or "24-Hour" plan includes protection against athletic-sustained injury with the exception of football for high school (9-12) athletics. A special football accident policy is required for insurance coverage against injuries in that sport. Parents are encouraged to maintain coverage for their student-athlete. (BP5143)

LIBRARY USE

The school library supports the instructional program of the school by supplying materials, equipment, and appropriate related services to students and teachers. The library is available to all students who are expected to follow established rules. All students are expected to conduct themselves in a manner which enables others to study without interruption. It is very important that library books be returned by the assigned due date. Students with overdue books may have their PowerSchool access blocked. Books should also be returned in the condition in which they were checked out to students. Students who return damaged books will be responsible for paying for the replacement cost of the book. Failure to return books or pay fines will result in report cards being held at the end of the school year.

LOCKERS

Students are provided a locker for storage of coats, books, and materials during the school day. You are encouraged to lock your lockers at all times. Never leave money or other valuables in your locker and report any evidence of theft to the office immediately. The school cannot be responsible for articles taken from your locker. It should be noted that even though the lockers are assigned to students, they remain the property of the S-D-A Public Schools and the school retains the continuing right of examination and search without notice. Such searches will be conducted when deemed to be in the best interests of the students and the school. (BP5142)

LOST AND FOUND

Lost and found items are to be turned in to the office.

LUNCHROOM

The school offers a hot lunch program for all students. Lunch money is to be turned into the office for deposit into lunch accounts or may be made on the E-funds on-line payment system. Students and their families are responsible to maintain a positive lunch account. Students are expected to observe the following lunch regulations:

1. Walk to the cafeteria in an orderly manner.
2. Stay in line through the kitchen and pay for their meal.
3. Remain in the cafeteria until finished eating.
4. Deposit all lunch litter in wastebaskets.

5. Return all trays and utensils to the dishwashing area.
6. Leave the table and floor around your place in a clean condition for others.
7. Follow the directions of the teacher lunch supervisors. (BP5130)

MEDICINE AND PRESCRIPTIONS

The school personnel recognizes that many children are only able to attend school because of the effective use of medication in the treatment of chronic disabilities or chronic or acute illnesses. Any student who is required to take medication during the school day must comply with the following regulations:

1. A written order from the physician detailing the name of the drug, the dosage, and time intervals must be on file in the office of the school nurse;
2. Written permission from the parent/guardian requesting that the school nurse comply with the orders of the physician must also be on file in the office of the school nurse;
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician

There is a category of drug substances that legally can be purchased "over the counter" without a prescription and self-administered by the user. On request of the student after written approval by the parent/guardian, such "over the counter" drugs, such as aspirin, may be administered.

MEMBERSHIPS

Syracuse-Dunbar-Avoca High School is a member of the Capitol Conference that includes Arlington, Conestoga, D.C. West, Fort Calhoun, Logan View, Louisville, Raymond Central, and Yutan. We are also a portion of Educational Service Unit No. 4, which provides services requested by local schools.

NUISANCE ITEMS

Teachers have the right to ban items from their classroom that they deem a nuisance. Teachers may also ban an item that has become a nuisance item (item that is interfering with the learning environment for the student or fellow students.) If a student does not comply with the teacher's directive, the item will be confiscated and turned into the office to be returned at the end of the day. If the nuisance item returns, the item will be confiscated, turned into the office and returned only to a parent.

OFFICE USE

The school office is available to help students, parents, and teachers. The office will best be able to assist everyone if a businesslike atmosphere exists. Students who have specific business in the office should complete it and return to class.

PARKING AND AUTOMOBILE USE

Students are to park their cars in an orderly manner in the designated parking area (within the striped lines) to ensure an orderly flow of traffic. Students should not park in the staff guest parking areas located on the east side of the building. Students will not be allowed to return to their cars during the school day without a pass from the office or their instructor. (BP5130) Students engaging in unsafe driving or inappropriate parking will lose their privilege to park in the school parking lot.

PEP RALLIES

Pep rallies may be held near the end of the day to help support the Rockets. Cheerleaders will arrange the activities under the supervision of the sponsor. Good sportsmanship, good manners, and a high degree of school spirit should be a part of each rally.

PHYSICAL EXAMINATION

Students competing in NSAA sanctioned interscholastic athletic programs must complete a physical examination each year prior to participation. Additionally, students entering 7th grade or transferring from out-of-state are required by law to have a physical examination. The expense for the examination is the responsibility of the student or his/her parents.

PLAN OF ORGANIZATION

SDA Public Schools are organized in a 4-5-4 plan. This implies that a student has four years of elementary school, five years of middle school, and four years of high school. SDA High School is a fully accredited school through the Nebraska Department of Education.

POSTERS, SIGNS, AND PUBLICATIONS

All posters, signs, and publications designed by students and announcements requested by other agencies must be approved by the administration before they can be displayed or distributed.

PROPERTY CHECKED OUT TO STUDENTS

Books and other school equipment or materials will be checked out to students throughout the school year for specific school work. Students are responsible for those materials and their safekeeping. At the end of the course or year, the student will be expected to return the materials in good condition or to pay for any loss or abnormal wear. (BP3250)

RESIDENCE

S-D-A schools are supported by the taxpayers of School District #27. All students who are legally residing with a parent or guardian who has legal residence in the school district are eligible to attend tuition free. Foster children living in the district shall be entitled to school privileges if they are wards of the court or of the state or if the foster parent becomes a legal guardian. For a student to attend a school in an option school district, the student's parent or legal guardian shall submit an application to the school board or board of education of the option school district and of the resident school district, and to the State Department of Education between September 1 and March 15 for enrollment during the following and subsequent school years. (SL 79-3406)

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The administration, in recognition of the rights and responsibilities of students but also realizing that the duty of the school is to provide instruction at public expense, established rules and regulations. In addition to the rules and regulations, the following rights are established:

1. Each student has the right to be treated with respect and, in turn, has the responsibility to treat others the same;
2. Each student has the right to participate in curricular and co-curricular activities so long as requirements of the State of Nebraska, Nebraska School Activities Association, the Syracuse-Dunbar-Avooca School District, and the High School are met;
3. Each student has the right to bring his concerns about school matters to the attention of the staff and administration;
4. Students shall be taught and advised of the true meaning of freedom of speech in classes, clubs, and other school activities;
5. The right of expression is recognized when the student expresses an opinion on controversial issues so long as it does not interfere with the operation of the school or the classroom and does not violate the rights of others.

Along with these rights go the obligation and responsibility to respect those as the rights of all students. (BP5145)

SCHOOL BILLS AND FINES

Students are responsible to meet all financial obligations they incur at S-D-A Schools. All bills and fines are to be paid as soon as possible. Parents will be notified of any outstanding bills before the student's report card or records will be released. (BP3250)

SCHOOL COUNSELING

The counseling services provided by SDA Public Schools are designed to assist you to make the most effective use of your assets and set reasonable and attainable goals. In light of these objectives, counseling performs two general functions: personal counseling and academic advising. The counselor's role concerns helping you obtain valid information about yourself, your values, your vocational and educational interests, your aptitudes and abilities, thereby enabling you to use this information in making decisions. The counselor assists you to make choices by helping you consider alternatives to any course of action. You are encouraged to visit with the counselor and should make arrangements to do so before school, during study hall, or after school, unless in an emergency situation. Parents who wish to discuss their student's educational plans or progress or who have other concerns are encouraged to contact the counselor.

SCHOOL NEWSLETTER

A quarterly newsletter is mailed to all parents/guardians of students in the district. The activity calendar, which includes, but is not limited to athletics, activities, club meetings, school board meetings, and vacation days is available at our school website.

SEARCH AND SEIZURE

All students are responsible for obeying state law, policies of the Board of Education and the rules of the school. No student should bring anything to school which is prohibited by statute, policy or school rule. The administration has the authority to search school property (student lockers), student property (including cars) and students themselves when there is reason to believe a student has violated a statute, policy or rule.

Refusal of a student to consent or submit to reasonable search and surrender of objects or substances found in the conduct of such search may be grounds for suspension. (BP5145, 5142)

In order to maintain student safety and a drug-free environment, it should be noted that there may be periodic searches of the building and parking lot by the Otoe County Sheriff's Department drug detection dogs. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found may be subject to school and/or law enforcement consequences.

STUDENT ACTIVITY FUNDS

Activity records are kept by the High School secretary. However, each organization with monetary transactions will be responsible to keep a set of their own records. No purchase order will be issued without a requisition signed by the sponsor of that activity. (BP3430)

STUDENT ATTIRE AND GROOMING

The Board of Education and Administration believe that appropriate dress and appearance are the responsibility of the student and his/her parents. However, the Board, Administration, and Faculty maintain a dress code to assist in establishing a proper atmosphere for learning and to prepare students for the world of work. It is the responsibility of the Administration and Faculty to determine if extreme forms of dress or poor grooming are an interference and disruption to the classroom and are impeding the educational progress of students.

The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate for all students. The final decision in those situations of disagreement will be resolved by the school administration. Specific examples of inappropriate dress would include, but not be limited to, the following:

- a. Clothing that displays objectionable pictures or slogans (i.e. gang-related, tobacco-related, alcohol-related, profane, discriminatory, derogatory toward other students, other genders, cultures, religion, social, ethnic, racial groups, or programs, sexual or suggestive in nature) will not be accepted.
- b. All shirts/tops must either have sleeves or, if sleeveless, must have undergarments covered. Tops must cover midriffs, backs and sides at all times. Shirts must cover the waistband or top of shorts/pants. Some examples of prohibited dress include: midriff tops, tube-tops, halter-tops, spaghetti strap tops, muscle tank tops.
- c. All shorts/pants and/or slacks must cover undergarments.
- d. No undergarments showing (bras, briefs, boxers, etc.)
- e. Hats and sunglasses may not be worn in the classroom.
- f. An appropriate form of footwear (i.e. shoes, sandals, flip/flops, etc.) is required. Slippers should not be worn to school.

Violations of the dress code are subject to the following disciplinary actions:

1st offense—Warning given and clothing corrected. If not corrected, parents will be contacted.

2nd offense—Parents will be contacted. Students may be sent home to change and/or may receive one of the following consequences listed below:

1. One or more detentions;
2. In-school suspension
3. Out-of-school suspension

STUDENT FEES POLICY (BP5151)

The Board of Education of School District # 27 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 its 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," (available in the school office) which provides further specifics of student fees and materials required of students for the school year. 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 or 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 and Miscellaneous

- a) Extracurricular Activities - Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- b) Courses –
 1. General Course Materials – Items necessary for students to benefit from courses will be made available by the District for 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, and erasers. 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.
 2. 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 students.
 3. 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 such materials for the project.

4. 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 (Section 12). The District is not required to provide for the use of a particular type of musical instrument for any student.
5. Parking – Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payments of fines or 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 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 student (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 activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation

Any fees for participation in extracurricular activities beginning with the 2003-2004 school year are further specified in Appendix 1 (available in the school office). Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both 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 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.

In accordance with Federal Law and U.S. Department of Agriculture policy, Syracuse Public Schools is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

(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, (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 Districts 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 students of the District 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.

STUDENT RECORDS

The Federal Family Educational Rights and Privacy Act gives the student and his/her parent(s) certain rights regarding student records. Any student or his/her parent(s) or guardian(s) have the right to hold, examine and have interpreted, the student's school records and files. Requests to review shall be submitted in writing to the principal. An appointment to review the records will be set by the principal as soon as possible, but no later than 30 days after the request is received by the principal.

Any person other than the student, his/her parent(s), guardian(s), teachers, counselors, or school officials, may gain access to the student's records or file by presenting the original copy of a release of information statement prepared and signed by the parent(s) (or the student if over 18) stating the specific items to be released and to whom the information is to be given. Records are also released to other educational institutions as provided for in the Federal Act without prior parental or student consent.

The student and his/her parents(s) or guardian(s) also have the right to seek to have corrected any parts of any educational records which they believe to be inaccurate, misleading or otherwise in violation of the student's rights. This particular right includes the right to a hearing on the issue of whether the student record should be changed if the School District decides not to alter the student's records as requested by the student or parent or guardian.

The student and his/her parent(s) have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW Washington, D.C. 20202-4605, concerning any violation of the rights granted by the Federal Act.

The Federal Act also makes student "directory information" available for review upon request by non-school individuals. This Act gives parent(s)/guardian(s) a part in the decision-making process regarding the availability of their student's "directory information". As currently defined, student "directory information" includes:

1. Name, address, phone number.
2. Date and place of birth.
3. Current grade level.
4. Participation in officially recognized activities and sports.
5. Weight and height of members of athletic teams.
6. Dates of attendance (beginning and ending date of school attendance).
7. Diploma and awards received.
8. Most recent previous educational agency or institution attended.
9. Name of parent(s) or legal guardian(s) and relationship to student.
10. Individual and/or group student photographs other than yearbook and/or student director photographs.

If the parent(s)/guardian(s) do not want directory information on their child to be available to any non-school individual who requests, they must notify in writing, by the last Friday in September, the Counselor's Office, 1500 Education Drive, P.O. Box P, Syracuse, NE 68446. If the individual's parent(s)/guardian(s) do not mind this directory information being available to those non-school individuals who request it, they do not need to do anything. Whatever choice is made, the School District will still be able to use "directory information" for internal school purposes and to share this information with other school districts and educational institutions as it has in the past.

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 the purposes of this policy means individually identifiable information such as:

1. Student/parent(s) first and last names
2. Home address
3. Telephone number
4. Social Security Number

The term "personal information", for the 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; college or postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about a student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by student of products or services to raise funds for school-related or educational-related activities; and student recognition programs. LB 575 gives parents/guardians the ability to opt out of military recruiters receiving information about their student.

STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Syracuse-Dunbar-Avoca Schools to 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 Syracuse-Dunbar-Avoca Schools 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. Syracuse-Dunbar-Avoca Schools will comply with any such request.

STUDENT SURVEYS

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors certain rights regarding administrations of surveys. General notification must be given parents/guardians prior to the administration of surveys containing question related to one or more of the following protected areas:

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 family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have 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 student or student's parent; or
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).

Parents have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the educational curriculum for the students.

SCHOOL SUPPORT STAFF

The school district hires a support staff consisting of secretaries, aides, custodians, maintenance, bus drivers, and food service personnel to carry out the function of the school. Students are expected to treat those personnel with dignity and respect at all times.

TELEPHONES

The telephone in the office is provided for official business. Students will be permitted to use the phone for emergencies only. Students need not be released from class or study hall to use the phone. If a student receives a phone call during class time, a message will be taken and delivered to the student. You will be called from class only when it is absolutely necessary.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

It is the policy of the Syracuse-Dunbar-Avoca School District not to discriminate on the basis of race, color, religion, sex or handicapping condition. Mr. Kraus, Superintendent, has been designated to coordinate compliance and investigate any grievances or complaints. Any student, parent or employee who feels that discrimination on the basis of race, color, religion, sex or handicapping condition has occurred may file a grievance within ten (10) days after the occurrence stating the subject of the grievance. The procedure is as follows:

- Level One: Conference with principal or appropriate supervisor.
- Level Two: Written complaint to principal or appropriate supervisor.
- Level Three: Written grievance submitted to Superintendent.
- Level Four: Written grievance submitted to Board of Education.

The same procedures will be utilized for any grievance not covered by Title IX, Section 504, and other procedures specified in the handbook regarding infractions of specific policies and school rules. (BP1312a, 1312b, 2510, 5100)

TORNADO DRILLS

When an announcement is made, everyone will go to the planned tornado area for that room. Both locker rooms will be utilized. You are to assume a crouched position on elbows and knees with hands over the back of your head when directed to do so. Stay away from doors and glass. Remain orderly and quiet at all times in case further instructions are necessary. When the warning or storm is past, an announcement will be made for everyone to return to their classroom. (BP6114)

USDA NON-DISCRIMINATION 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.

VIDEO SURVEILLANCE SYSTEM

The Syracuse-Dunbar-Avooca School system is protected by a video surveillance system for student/staff safety, as well as for the protection of the school building and grounds.

VISITORS

In order to keep the school building safe and secure and classroom interruptions to a minimum, students will not be allowed to bring guests to school. Parents/family members are welcome but should call the school to arrange a convenient time, if they wish to visit.

USE OF WEIGHTLIFTING/FITNESS ROOM EQUIPMENT

Weightlifting and fitness room equipment may be used only when supervised by a teacher or authorized school official. If anyone uses such equipment when unsupervised, the school shall not be liable in case of injury or accident.

SYRACUSE-DUNBAR-AVOCA HIGH SCHOOL **STUDENT CODE OF CONDUCT**

The Board of Education believes school is an appropriate setting for all children and youth. The Student Code of Conduct is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the Code are designed to serve as learning experiences for students.

The SDA Student Code of Conduct applies to all SDA students during the school day, during home or away activities whether as spectators or participants, on school grounds, or in a vehicle owned, leased or contracted by the school, being driven for a school purpose by a school employee or by his or her designee. With due consideration for student rights, what will happen to a violator will depend upon the varying degree and the severity of the offense. The Board of Education is aware that extenuating circumstances can occur, therefore grants their administrators discretionary powers should they feel that circumstances warrant deviation from the interventions outlined in the Student Code of Conduct.

The Student Code of Conduct describes those behaviors for which disciplinary action will be taken by school personnel and/or building administrators. "Compliance with the Student Code of Conduct is mandatory. The interventions described within this document apply to the secondary school only as the elementary school (K-6) follows the Elementary Student Management Plan.

1. VIOLATIONS AGAINST PERSONS

a. Assault of school employee or volunteer:

For the purpose of this subdivision, a student's intent may be inferred from his/her words and/or actions. The term "personal injury" includes the infliction of

First Offense: Long-term suspension or expulsion for the remainder of the semester and the following

pain through use of force. Reckless conduct involves the choice to engage in an act which results in unjustified risk of personal injury to any other person.

semester or the remainder of the semester and the first semester of the following year. Police may be contacted.

Assault on a School Employee or School Volunteer includes any one of the following:

- Intentionally or knowingly causing personal injury;
- Intentionally or knowingly attempting to cause personal injury;
- Recklessly causing personal injury;
- Intentionally placing a school employee or school volunteer in reasonable apprehension of immediate personal injury.

b. Assault-Student/Fighting:

- Intentionally or knowingly causing or attempting to cause personal injury:

First Offense: In-school suspension/short-term suspension. Police may be contacted.

Second Offense: Short-term suspension. Police may be contacted.

Third Offense: Long-term suspension or expulsion for the remainder of the semester. Police may be contacted.

- Recklessly causing personal injury; although unintentionally injured, the student is held accountable as long as the student intended to engage in the conduct which caused the harm.

First Offense: In-school/short term someone is suspension. Police may be contacted.

Second Offense: Short-term suspension. Police may be contacted.

Third Offense: Long-term suspension or expulsion for the remainder of the semester. Police may be contacted.

c. Assault – Any person other than a school employee, school volunteer or student.

For the purpose of this subdivision, a student's intent may be inferred from his/her words/actions. The term personal injury includes the infliction of pain through the use of force. Reckless conduct involves the choice to engage in an act which results in unjustified risk of personal injury to any other person.

First Offense: Long-term suspension or expulsion. Police may be contacted.

Assault includes any one of the following:

- Intentionally or knowingly causing personal injury;
 - Intentionally or knowingly attempting to cause personal injury;
 - Recklessly causing personal injury;
 - Intentionally placing the person in reasonable apprehension of immediate personal injury.
- Not intending to hurt someone is not an excuse for assault as long as the behavior that caused the assault was intentional.

d. Sexual assault:

Sexual assault shall mean sexual assault in the first or second degree as defined in Nebraska Statutes 28-319 and 28-320.

First Offense: Long-term suspension or expulsion for the remainder of the semester. Police will be contacted.

Disciplinary action will be taken if a complaint has been filed by a prosecuting court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person. Sexual assault is a violation of the Code of Conduct regardless of where or when the assault occurs.

e. Harassment:

Harassment of another student or school employee, agent or official. This includes bullying, threatening or extortive behavior, or harassment on the basis of the person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability.

Harassment includes any physical or verbal conduct which:

- Has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's school performance; or
- Otherwise adversely affects a student's school opportunities.

Examples of prohibited harassment include, but are not limited to, the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats;
- Demeaning jokes, stories or activities directed at an individual;
- Unwelcomed, intentional touching or grabbing;
- Explicit and offensive sexual references or gestures;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, or disability;
- Threatening or intimidating any student for the purpose or intent of obtaining money or anything of value from such student;
- Any other verbal or physical conduct which, judged from the perspective of a reasonable student, creates a hostile school environment
- Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
 1. Physically, emotionally or mentally harming a student;
 2. Placing a student in reasonable fear of physical, emotional or mental harm;
 3. Placing a student in reasonable fear of damage to or loss of personal property; or
 4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

First Offense: Short-term suspension. Police may be contacted.

Second Offense: Long-term suspension or reassignment. Police may be contacted.

Third Offense: Expulsion. Police may be contacted.

f. Weapons (All guns, firearms, knives and other dangerous weapons)

Students are forbidden knowingly and voluntarily to bring to school, possess, handle, transmit or use any gun, firearm, or knife as defined by the Nebraska Criminal Code, or other dangerous weapons in school or on school grounds or at a school function off school grounds.

Dangerous weapons shall include:

- All types of guns (firearms, antique firearms, BB guns, paint ball guns, "air soft" guns, dart guns, pellet guns, starter guns);
- Knives and any other dangerous instruments capable of inflicting, cutting, stabbing, or tearing wounds as defined by Nebraska Criminal Code;
- Knuckles and brass or iron knuckles that consist of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles; bombs, grenades, rockets, explosives, or similar devices.
It is not a defense to a charge of bringing a weapon to school or possessing, handling, transmitting or using a weapon in school or on school grounds or at a school function off school grounds that the student did not intend to hurt anyone.

First Offense: Expulsion for a period of not less than one year. Modification may be made by Superintendent or designee in accordance with state & federal law. Police will be contacted

g. Weapons (Weapons other than guns, knives or other

First Offense: Expulsion for the

dangerous weapons.

Students are forbidden knowingly and voluntarily to bring to school, possess, handle, transmit or use any instrument in school or on school grounds or at a school function away from school grounds, that is generally considered a weapon.

Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for the purposes of this code.

The following are examples of objects considered to be

- weapons in this section of the code:
- Lead pipes;
- Pocket knives;
- Chains;
- Chuck-sticks;
- Throwing stars;
- Darts;
- Blackjacks;
- Unauthorized tools;
- Fireworks;
- Chemicals.
- Ammunition;
- Razor blades

It is not a defense to a charge of bringing a weapon to school or possessing, handling, transmitting or using a weapon in school or on school grounds or at a school function off school grounds that the student did not intend to hurt anyone.

h. Public indecency:

Public indecency shall mean behavior conducted in a public place or where the behavior may reasonably be expected to be viewed by members of the public.

Examples of public indecency include, but are not limited to:

- Public sexual activity;
- Exposure of body parts with the intent to affront or alarm any person.
- Lewd fondling or caressing the body of another person.

i. Verbal abuse or disrespectful gestures to staff (non-threatening):

Disrespectful language or gestures directed toward any school staff member.

j. Verbal abuse to staff (threatening):

Disrespectful language to a staff member that is threatening in nature.

k. Insubordination:

Refusal to comply with a reasonable faculty request.

l. Flagrant unsportsmanlike activities:

To visiting teams, officials or representatives.

remainder of the semester. Modification may be made by Superintendent or designee in accordance with state & federal law. Police may be contacted.

First Offense: Short-term or long-term suspension.

Second Offense: Long-term suspension or expulsion. Police will be contacted.

First Offense: Short-term suspension or ISS 1-5 days.

Second Offense: Short-term suspension 1-5 days.

Third Offense: Short-term/long-term suspension 1-19 days.

First Offense: Short-term suspension.

Second Offense: Long-term suspension.

Third Offense: Expulsion.

First Offense: Short-term suspension 1-5 days.

Second Offense: Short-term suspension 1-5 days.

Third Offense: Long-term suspension or expulsion.

First Offense: In-school suspension 1-5 days.

Second Offense: Short-term suspension 1-5 days.

Third Offense: Short-term suspension or long-term suspension.

2. VIOLATIONS AGAINST PROPERTY

a. Theft

Stealing or attempting to steal property of substantial value. The parent or guardian shall also be liable to the school district for all property belonging to the school district, loaned to the student, and not returned on demand of the employee of the district authorized to make the demand.

First Offense: Restitution and short-term, long-term suspension/or expulsion. Police may be contacted.

b. Willfully causing or attempting to cause damage to property:

Any student who willfully causes damage or attempts to cause damage in any way to any property, real or personal, is subject to disciplinary action. The parent or guardian shall also be liable to the school district for all property belonging to the school district, loaned to the student, which is returned to the district in damaged condition.

First Offense: Restitution and short-term/long-term suspension or expulsion. Police may be contacted.

3. VIOLATIONS AGAINST THE PUBLIC HEALTH AND SAFETY

It is the position of the SDA High School that the unlawful use and abuse of drugs or alcohol by students is harmful and wrong. As part of the SDA High School's Comprehensive Drug Prevention program, students who violate the Code of Conduct prohibitions concerning drugs and alcohol will be severely disciplined.

- a. **Possession or use of drugs, drug paraphernalia, alcoholic beverages, tobacco products (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes and pods), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, or being under the influence of a drug, controlled substance, or alcoholic beverage.**

Possession includes any knowing and voluntary possession, consumption, receiving or handling of drugs, alcoholic beverages or controlled substances.

First Offense: Short-term/long-term suspension and registration and completion of diagnostic treatment program. Police will be contacted.
Second Offense: Long-term suspension or expulsion. Police will be contacted.

- b. **Selling or distributing drugs, alcoholic beverages or a controlled substance.**

First Offense: Expulsion. Police will be contacted.

- c. **Possession or use of imitation controlled substances.**
Possession includes any knowledge or voluntary possession consumption, receiving or handling of an imitation controlled substance.

First Offense: Short-term/long-term suspension and registration and completion of a diagnostic treatment program. Police will be contacted.
Second Offense: Long-term suspension or expulsion. Police will be contacted.

- d. **Selling or distributing imitation controlled substances.**

First Offense: Expulsion. Police will be contacted.

4. VIOLATIONS AGAINST TRAFFIC REGULATIONS

a. Careless driving:

Driving on school property carelessly or without due caution so as to endanger a person or property.

First Offense: In-school suspension 1-5 days.
Second Offense: Short-term suspension, Police will be contacted.
Third Offense: Long-term suspension or expulsion remainder of semester. Police will be contacted.

b. Parking:

Parking in an unauthorized area on school property.

First Offense: Student conference.
Second Offense: Student/parent conference and in-school suspension 1-3 days.
Third Offense: In-school suspension 1-5 days.

c. Use of Vehicle:

Leaving the school building without permission of faculty member or following proper check-out procedures.

First Offense: In-school suspension
1-5 days.

Second Offense: Short-term suspension
1-5 days.

Third Offense: Short-term/long-term
Suspension.

5. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD MORALS**a. Vulgarity/profanity:**

Written, oral or implied language that is disgusting, abusive or profane (including depictions of drugs, alcohol and/or tobacco use), but does not constitute harassment.

First Offense: Student/parent
notification and detention.

Second Offense: In-school suspension
1-5 days.

Third Offense: Short-term suspension
1-5 days.

b. Public displays of affection:

Public displays of affection such as kissing, hugging or touching that are not appropriate for a public setting.

First Offense: Student/parent
notification and detention.

Second Offense: In-school suspension
1-5 days.

Third Offense: Short-term suspension
1-5 days.

c. Inappropriate attire:

Extreme forms of dress or poor grooming of such nature that it causes an interference and disruption to the classroom and impedes the educational progress of students.

Examples include:

- Clothing which displays objectionable pictures or slogans.
- Clothing that shows undergarments or midriffs.
- Hats, coats, sunglasses.
- Lack of footwear.

First Offense: Student conference and
clothing to be corrected.

Second Offense: Parents contacted.
Student may be sent home to change and
may receive detention, in-school
suspension or short-term suspension.

d. Financial obligations:

Failure to pay outstanding school bills.

First Offense: School record hold and
/or parent conference. In-school or
short-term suspension may also be used

e. Academic Integrity:

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible or 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. This includes "cheating" – intentionally misrepresenting the source, nature or other conditions of academic work to accrue undeserved credit; and "plagiarism" – to take and present as one's own an idea or work derived from an existing source without full and proper credit to the source.

First Offense: Academic Sanction - the
instructor will refuse to accept the student's
work, may assign a grade of "F" or "zero", or
may require the student to complete a test
project in place of the work. Parents and
NHS sponsor will be contacted.

Second Offense: Academic Sanctions,
parent notification and in-school
suspension.

6. OTHER VIOLATIONS**a. Truancy:**

First Offense: In-school suspension
1-3 days and a student/parent conference.

Second Offense: In-school suspension
3-5 days and a student/parent conference.

b. Bus misconduct:

Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.

First Offense: Warning

Second Offense: Call parent

Third Offense: One week bus suspension

Fourth Offense: Semester suspension

c. Inappropriate computer use:

Inappropriate computer use includes, but is not limited to:

- Gaining or attempting to gain access to someone else's files.
- Sharing passwords.
- Loading programs on or copying programs from the network or a local station.
- Engaging in any network task reserved for teachers or systems operators.
- Any actions harmful to the normal operation and use of the computer network.
- Use of the technological devices to gain access to inappropriate websites (games, sites generally deemed as offensive.)

First Offense: Suspension of computer privileges, parent notification.

Second Offense: Removal of computer privileges indefinitely, detention or in-school suspension.

d. Repeated violations:

This is to provide staff with a disciplinary action that may be used in the event a student violates two (2) more of the Code of Conduct provisions or violates other school rules two or more times; and such violations constitute a substantial interference with school purposes. The type of punishment recommended by the building administrator will depend on his/her interpretation of the degree of severity of the various offenses.

First Offense: In-school, short-term, or long-term suspension or expulsion.

e. Other offenses:

As all acts of misconduct can not be itemized in this Code of Conduct, it should be noted that any conduct which causes or creates a disruption or interference with any school activity, or interferes or threatens the health, safety, or the rights of staff or students, is prohibited and may result in disciplinary action.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which 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, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extra-curricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon written consent of a parent or guardian to such counseling or evaluation.

f. Aiding and Abetting: Aiding and Abetting a Violation of Nebraska Law and/or Federal Law

Aiding and abetting the commission of any offense under the Student Code of Conduct which is also forbidden by the Laws of Nebraska and/or Federal Law is prohibited. Aiding and abetting an offense means that:

1. The student demonstrated support, encouraged or intentionally helped another person commit the offense; and
2. The student knew that the other person intended to commit the offense or expected the other person to commit the offense; and
3. The other student in fact committed the offense. The type of consequence recommended by the building administrator will depend on the severity of the offense and the level of aiding and abetting. Law enforcement will be contacted.

STUDENT LOCKERS, STUDENT AUTOMOBILES AND STUDENTS' PERSON**1. Student Lockers**

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

2. Student Automobiles:

Automobiles parked on school property are subject to search by the principal or the principal's designee if the principal or his/her designee has reasonable cause to believe that contraband is in or on the automobile.

3. Students' Persons:

Students and their personal effects are subject to being searched by the principal or his/her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices.

IN-SCHOOL SUSPENSION

The In-school Suspension (ISS) program has been provided to students as an effort to keep students in school and to minimize absences. Students can be assigned to the program as outlined in the Student Code of Conduct. If students are assigned to the ISS program, they will work in a closed classroom environment, which minimizes distractions and privileges. This allows them to complete daily assignments designated by classroom teachers and remain in school. Although students are allowed to participate in school activities while in ISS, their placement in ISS is a consequence for a behavioral choice they have made. As such, they will not be allowed to leave their ISS assignment early to participate in or attend a school activity.

SHORT-TERM SUSPENSION

The principal may deny any student the right to attend school or to take part in any school function for a period of up to five (5) school days. {ref. 79-4,178(1)}

LONG-TERM SUSPENSION

Long-term suspension shall mean the exclusion of a student from attendance in all schools within the system for a period exceeding five (5) school days, but less than twenty (20) school days. {ref. 79-4,179(1)}

EXPULSION

Expulsion shall mean a student is excluded from attendance in all schools within the system for at least 20 days, but not to exceed the remainder of the semester in which it took effect except in the following situations where expulsion can be extended up to two consecutive semesters:

1. If the misconduct occurs during the last 10 days of the semester, the expulsion will be for the remainder of the semester and the next semester or the remainder of the semester and the first semester of the next school year.
2. If the student is in possession of a gun, knife or other dangerous weapon, the expulsion will be for the remainder of the semester and the following semester or the remainder of the semester and the first semester of the following school year. Dangerous weapons shall include those listed in section 1.f. of the Student Code of Conduct.
3. If the student knowingly and intentionally uses force in causing or attempting to cause personal injury to a school employee or school volunteer, or knowingly and intentionally causes personal injury to a student, the expulsion will be for the remainder of the semester and the second semester or for the remainder of the semester and the first semester of the next school year.

School Building Administrators will:

1. Take action as required in these rules upon receipt of the information. The action must include:
 - a. Obtaining first-hand information regarding the charge. This may include a contact with witnesses to the student's prohibited conduct.
 - b. If the building administration concludes the evidence supports the charge, they must confer with the student to inform him/her of the charge and the available information, give the student an opportunity to tell his/her version of the incident, weigh the evidence as to the offense, make a decision whether the student engaged in the prohibited conduct, and then inform the student of their decision.
 - c. A contact in writing will be made and, if possible, a verbal communication, informing the parent of the information and decision. The written notification must include notice of the charge, the findings, the decision and how the student or parent may appeal the decision, if they choose.

Appeal Process

Nebraska statutory provisions regarding short-term suspension and emergency exclusion shall apply to each of these disciplinary measures respectively.

COMPUTER/INTERNET SAFETY AND ACCEPTABLE USE POLICY

A. Internet Safety Policy

It is the policy of Syracuse-Dunbar-Avoca Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member 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 provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received is subject to monitoring by the administration and network administrators at any time to maintain the system and ensure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to the use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. (BP6201)