

Educating the Future

**Syracuse-Dunbar-Avoca
Elementary School**



Pre-Kindergarten–Third Grade

**Student/Parent Handbook
2020-2021**

www.sdarockets.org

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Syracuse-Dunbar-Avooca District #27 School Personnel

Board of Education

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Tyler Crownover

Jay Weiler

Greg Mueller, Vice President

Barry Janssen

Ed Zastera

Administration

Brad Buller

Jarred Royal

Tim Farley

Chris Moore

Superintendent

High School Principal (9-12)

Middle School Principal (4-8)

Elementary Principal (PK-3)

Syracuse Elementary Faculty

Sallie Agena

Lori Berner

Teresa Burr

Mariah Earhart

Amber Farley

Jeremy Goebel

Karlee Haecker

Alison Hein

Pam Hillman

Barb Isaacs

Jennifer Janssen

Maggie Johnson

Kelly Juilfs

Heather Krause

Laurie Kuenning

Jessica LaFollette

Kathy Lechner

Kali Manley

Ashley Mayer

Elizabeth Neujahr

Emily Parker

Brenda Royal

Gary Stearley

Amanda Teten

Dennis Tomka

Courtney VanGroningen

Kelsey Woodward

Joanna Zastera

School Counselor

Title 1 Reading

Special Education Coordinator

Grade 2

Grade 1

Physical Education

Grade 2

Pre-Kindergarten

Speech Language Pathologist

Kindergarten

Grade 1

Grade 1

School Psychologist

Speech Language Pathologist

Special Education

Grade 3

Grade 3

Nurse

Music

Special Education

Kindergarten

Library/Media

Technology Coordinator

Grade 2

Grade 3

Pre-Kindergarten/Interventionist

Kindergarten

Curriculum & Assessment Coordinator

Office Staff

Roxy Schutz
Tonya Dozier

Superintendent's Secretary
Elementary Secretary

Paraprofessionals

Melissa Apel
Rachel Buck-Moore
Kristi Fletcher
Nicole Keslar
Debbie Krecklow
Melissa Nelson
Diane Seelhoff
Tiffany Walker

Robin Berner
Caren Dey
Leah Ganzel
Sue Hopp
Kem Loecker
Carrie Schubarth
Betsy Sieck

Transportation

Willie Scheef – Transportation Supervisor
Kim Bellinder
Duane Hopp

Doug Carlson
Adam Krecklow

WELCOME

Welcome to the 2020-2021 school year at Syracuse-Dunbar-Avooca Elementary! We are convinced that next to the home experience, the school will probably be the most powerful influence in the lives of the children who attend here. We realize the great responsibility this places on us as a staff, and we are dedicated to creating an atmosphere that is not only conducive to learning, but also helps the child develop a positive feeling of self-worth. It is our desire to build a foundation for future learning, and to help your child learn qualities that will help them to become successful citizens of their future communities.

The success that each student has in school is greatly enhanced by parent support and cooperation. We request your support in helping students complete daily assignments and in being at school on-time every day. Please feel free to contact us with any questions or concerns. We look forward to working with you to make your child's experience at Syracuse-Dunbar-Avooca Elementary successful!

PURPOSE OF HANDBOOK

This handbook has been prepared for the students and guardians of SDA Elementary 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 Elementary 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 child. 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 DAY SCHEDULE

Office Hours: 7:30 A.M. – 4:00 P.M. daily

School Hours: Grades K-3 8:20 A.M. – 3:15 P.M.
A.M. Pre-K 8:00 A.M. – 11:00 A.M.
P.M. Pre-K 12:00 P.M. – 3:00 P.M.

The school doors will remain locked until 7:45 A.M. Students should not arrive at school earlier than 8:00 A.M. unless they ride an early bus or eat a school breakfast. Students will enter the building using Entrance #2 and report directly to the auditorium where they will remain seated until being dismissed to classrooms.

At the end of the school day, students should leave the building and school grounds unless they are under the supervision of a staff member or parent.

Breakfast Served: Pre-K-3 7:45 A.M. – 8:10 A.M.

1. Students eating a school breakfast should arrive **no later than 8:00 a.m.**
2. Students should report to the auditorium, locate a seat, and then leave their coat and bookbag in their seat before reporting in the lunchroom to eat breakfast.
3. Breakfast will **not be served** on days when there is a late start due to weather, etc.

Lunch Served: Pre-K 11:10 A.M. – 11:55 A.M.
Kindergarten 10:50 A.M. – 11:15 A.M.
Grade 1 11:20 A.M. – 11:45 A.M.
Grade 2 11:50 A.M. – 12:15 P.M.

GENERAL INFORMATION

Accidents and Illnesses at School:

Any accidents or illnesses that occur at school are to be reported by the student to the teacher in charge of the class or activity. The need for medical attention will be determined in the office. A nurse is shared between the three buildings. An ill or injured student will not be allowed to leave the school without the permission of the parent or parent designee. Students are not to leave the building without permission from the nurse or the principal. If deemed necessary, the school personnel will request that the parent or the parent designee pick up the student. If the parent is unable to pick up the student, the school nurse may be requested to take the student home. If an accident occurs, an accident report will be completed and placed on file. (BP 5141)

Admission prices for individual events:

	<u>Adults</u>	<u>Students</u>
Varsity Events	\$5.00	\$4.00
JV Only or JH Events	\$3.00	\$2.00

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

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

<u>Adult Athletic Pass</u>	\$40.00 (Adult pricing includes any individual who is no longer a K-12 student)
<u>Student Athletic Pass</u>	\$25.00 (no family will pay for more than two student passes for those students that attend SDA schools)
<u>Senior Citizen Pass</u>	Free - 60 years and older

Announcements and Bulletins:

Announcements will be sent to teachers and classrooms as needed. Special notices and posters will be posted on the bulletin board in the lower hallway. All notices/posters must be approved by the principal prior to placement in the hall distribution center.

Attendance:

Regular school attendance is required so that students are able to gain maximum benefit from their instructional program. Regular attendance will develop habits of punctuality, self-discipline, and responsibility. Students must attend school regularly if they are to derive benefits from classroom lectures, special instruction, individual help, group discussions, and spontaneous dialogue between teacher and student(s), evaluation, and audio-visual presentations.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the classroom activities missed cannot be repeated. Regular attendance is one of the most important factors determining success or failure in school. Students with good school attendance generally achieve higher grades, enjoy school more, and are more employable after high school.

It is up to the parent to determine the need or reason for the student to be absent from school. If you know ahead of time, please notify the child's teacher so work could be made up before or during absence.

Reporting Absence

When a student is absent from school, the parent/guardian of that student should call the school office at (402-269-2382) between 7:30 a.m. and 9:00 a.m. on the day of the absence. If a call is not received, school office staff will attempt to contact parents. Parents or guardians who are unable to reach the office must send a written explanation for the absence indicating date, reason for absence, and a parent/guardian signature. If

no note or call has been received at the time the student returns to school, the absence will be unexcused.

1. Excused- Valid reasons are illness, emergency at home, death in the family, religious holiday, school activities, fair exhibitor, and court appearances.
2. Unexcused- An absence is considered unexcused if no parent contact has been made prior to the student returning to school. This should be a phone call or note. Some unexcused absences would be shopping, traveling, fishing, hunting, vacations, etc.

Attendance is taken twice a day: once in the morning and again in the afternoon.

Morning Attendance: Students arriving between 8:20 and 9:00 are counted tardy for the morning session. Please remember, if your student is counted tardy, that does not mean he/she is absent. If your student arrives after 9:00 a.m., he/she is counted as absent for half of a school day. Students who arrive late to school are required to check in at the office. Tardiness will be dealt with as a normal part of classroom discipline.

Afternoon Attendance: If your student comes to school before 1:00, he/she is counted as absent for half of a school day. Students who are in attendance during the school day but leave prior to 2:30 p.m. will be counted absent for one half of a school day. Students leaving early are required to check out in the office.

Maximum Absences: Students who accumulate five (5) unexcused absences in a semester shall be deemed to have excessive absences. Students with ten (10) unexcused absences in a semester will be deemed to be habitually truant. If a student has excessive absences or is considered habitually truant, procedures will be implemented to correct the truancy problem as required by law.

Parents are asked, if at all possible, to schedule appointments (ie: doctor, dental, etc.) outside school hours so their child does not miss school. If an appointment must be made during the school day, parents are asked to report to the office to pick up their child. Students will be summoned to the office when the parent arrives. Students are to report to the office when returning from any absence.

In the case of communicable diseases, the child will not be readmitted to school until the nurse has seen the child or there is a written statement from the doctor. Generally, a child should not return to school after an illness until he/she is ready to participate in the school program. The school is not staffed to supervise "ill" students who stay in for recess.

Student attendance will be monitored through the following procedures:

1. Each teacher will record attendance of all students in the AM and PM.
2. After five (5) cumulative days of absence from school during the school year, the principal or his 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 Parent Handbook.
3. After ten (10) cumulative days of absence from school during the school year, 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 and Parent Handbook.
4. After fifteen (15) cumulative days of absence from school during the school year, 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 and Parent Handbook
5. After twenty (20) cumulative days of absence from school during the school year, 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 and Parent

Handbook

The Nebraska 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 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 count towards the total absences per academic year. All absences from class will count toward the maximum except for those for which the school assumes sponsorship.

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.

Bicycles, Skateboards, Scooters & Rollerblades

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes must be walked on and off the school grounds using the sidewalks. Bicycle racks are located on the east side of the building. The school is not responsible for damage or theft of bicycle parts while on school grounds.

Rollerblades, scooters, skateboards and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Students are responsible for storing their own items.

Bus Transportation:

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 that endangers the welfare of the bus or its passengers. The bus drivers have been instructed to report all misconduct to the building principal. 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.

Violations of these regulations may result in a student losing the privilege of riding the bus and/or other disciplinary action. (BP 5131) More specific guidelines may be given to bus riders by their driver.

Students are expected to ride their assigned bus unless the office receives written parental permission or a phone call indicating an alternate plan.

Celebrations/Parties:

Classroom celebrations and/or parties may be held during the year. The times and dates will be arranged before each event. Room parents may be asked to assist with the celebrations.

Out-of-School party invitations will not be allowed to be delivered/passed-out at school, unless all students in the classroom are invited. If only a few students receive invitations in the school setting, the result is often unintentional hurt feelings.

Cell Phone/Device Use (Including wearable technology)

Students are not allowed to carry cell phones with them during the school day. Cell phones should be turned off and stored in the student's locker or book bag if the student is not assigned a locker. If cell phones are found outside of students' lockers/book bags during the school day, the cell phone will be confiscated and

taken to the office. Consequences are as follows: First offense – cell phone will be confiscated and returned to the student at the end of the school day (parents notified). Second and subsequent offenses – the cell phone will be confiscated and a parent must pick it up at school. 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.

The student takes full responsibility for any device brought to school and the school is not responsible for the security of the device. In addition, the student may not use the device to record, transmit or post photos, video or audio recordings of any kind of 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 the teacher or principal.

Change of Address:

Whenever a student moves and the address and phone number changes, the parent should report the 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 will occur both verbally and in written form to the Otoe County Department of Social Services. If there is reason to believe that immediate protection of the child is advisable, an oral report will be made to the 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)

Communicable Disease:

Any student who has a communicable disease that might endanger the rest of the students may be asked to stay home until the health hazard no longer exists. (BP 5141)

Communication:

Parents are always welcome to phone to speak with any staff member. Email capability is also available via the Power School system.

Compulsory Education:

Nebraska State Statute 79-201 states that every person in the state of Nebraska that has legal control of any child ages 6-18 shall cause that child to attend regularly a school each day that the school is open and in session. (BP 5131)

Computer/Internet Safety and Acceptable Use Policy

Syracuse-Dunbar-Avoca Public Schools makes absolutely no warranties of any kind, neither expressed nor implied for the computer services it is providing. The school will not be responsible for any damages you suffer. This includes, but is not limited to, any loss of data, information, or time, which results from delays and service interruptions either by its negligence or your own errors and/or omissions. Any and all use of any information obtained via the internet is at your own risk. Syracuse-Dunbar-Avoca Public Schools denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian) agrees to indemnify and hold harmless Syracuse-Dunbar-Avoca Public School from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Syracuse-Dunbar-Avoca Public School hardware, software, and network facilities under this agreement.

Syracuse-Dunbar-Avoca Public School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control your access to such materials, or that you will not have access to such materials while using the District's information

technologies. The filtering software operates only with the District wide area network (WAN) or local area network (LAN).

You are not allowed to use any email nor are you allowed to access pages you have created on outside web servers which would include, but are not limited to, services such as Myspace, Facebook, etc. You must respect the integrity of computing and network systems. You shall not intentionally develop or use programs that harass or bully other users or infiltrate a computer, computing system or network and/or damage or alter the software components or a computer, computing system, or network. You will not download or install any programs on any computer on the network. You will be responsible for the cost of any and all repairs caused by intentional misuse of the computers or network.

The school reserves the right to review and log internet use and file server space utilization by all. Your home directory is to be used for **data storage only**. Unless it is specifically required for a class, and only with instructor approval, no programs are to be stored in student home folders. Only educationally related images or pictures may be saved in student home folders. Any pictures that are saved must be needed for a class that the student is currently enrolled in, and deleted when they are no longer needed for that class. The school reserves the right to remove a user account on the Network if any of the above policies have been violated.

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 acts, or a lewd exhibition of 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 as 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 the 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. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

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 designee 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.
 - 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,
 - i. 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).
 - ii. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - iii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

- iv. Users shall not engage in “hacking” to gain unauthorized access to operating system software or unauthorized access to the system of other users.
 - v. Users shall not copy, change, or transfer any software without permission from the network administrator.
 - vi. 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.
 - vii. Users shall not engage in any form of vandalism of the technology resources.
 - viii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designee may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to District policy, and school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
- i. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - ii. to engage in unlawful harassment or discrimination, such as sending e-mail that contain sexual jokes or images.
 - iii. 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.
 - iv. to engage in or promote violations of student conduct rules.
 - v. to engage in illegal activity, such as gambling.
 - vi. in a manner contrary to copyright laws.
 - vii. 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 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 © 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 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 insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to 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. (BP 6201)

Custodial/Non-Custodial Parents

Unless provided legal documentary evidence to the contrary, the school will assume that the parents have joint legal custody. For the purposes of notifying parents about students, the district shall assume that notifying either parent with custodial rights shall be the same as providing notice to both parents unless either parent makes a written request to the contrary. The custodial parent, not the non-custodial parent, has the right to make educational decisions for affected children unless extraordinary and highly unusual circumstances present themselves or a court order grants such rights in full or in part to the non-custodial parent. If joint custody has been awarded, each parent will have equal rights unless restricted by a court order or other legal document.

Unless a court order or other legal document prohibits the following actions and the school has been provided a copy of the order/document, the non-custodial parent may: review his/her child's educational record; attend regular parent-teacher conferences and may arrange for additional conferences; visit the school as custodial parents do unless such visits are judged by school officials as disruptive to the school routine; request general school information such as district newsletters and lunch menus.

The school will not release a child to a non-custodial parent or other individual prior to the end of the school day unless the custodial parent has granted permission. If custody has not been decided, a child may be released to either parent unless a court order or other legal document prohibits such release. The district may require an individual to show identification when picking up a child if the individual is unfamiliar to staff.

The school will use the legal surname of each child on all official school records. Use of another surname on official school records will require a court order or other legal document evidencing a legal name change.

Custodial and non-custodial parents are responsible for providing the school with copies of all relevant court orders and legal documents. The school will not go beyond what is called for by a court order or other legal document.

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. This does not prohibit an employee from listening to a student's problems and concerns.

Detention:

Students may be detained for disciplinary infraction. Detention assignments take precedence over all other school activities. If a student is requested to stay after school for a detention period, it is the responsibility of the student to make arrangements for transportation and to notify their parents. (BP 5131)

Emergency Care:

In case of an emergency the school may call the family physician or an available emergency physician for administration of temporary relief or aid. If in the opinion of the 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).

Emergency Closing:

If weather or other conditions force the closing of school, the school personnel will contact KOLN- TV (Channel 10), KETV (Channel 7) and radio stations KNCY (1600AM), KFAB (1110AM), and WOW (590AM or 94.1FM) as

early as possible. This also includes the cancellation of activities. You are encouraged to listen for school closings. A message will also be sent to all students home via an automatic phone call.

It is our district policy to have school every scheduled day for the scheduled time. If school is closed for some reason, students will be instructed what to do. Bus students will be dropped off at their assigned spots, if possible. If weather changes so rapidly that drivers cannot deliver students or feel it is unsafe, students will remain in town. Parents should have made previous arrangements for children to stay in Syracuse. (BP 6114)

Field Trips:

Some classes will include a field trip experience away from the school building. At other times students may represent the school at activities. At all times, students are expected to observe the Elementary Code of Conduct and handbook.

Teachers may require that school work be completed prior to the time of departure. Students will have a field trip permit to bring home for a parent signature. This will cover field trips taken during the course of the school day. All forms must be returned to the teacher and will be filed. (BP 5130)

Fire Drills:

Fire drills will be conducted 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 should 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 exits are posted in each room. After the "all clear" signal is given, students may re-enter the building. (BP 6114)

Gifts:

The exchange of gifts between pupil/pupil or pupil/teacher is discouraged. Students may bring refreshments to their classroom to celebrate their birthdays.

Immunization and Physical 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 cost is the responsibility of the parent/guardian. (BP5141)

Insurance:

SDA Schools offers the Kid Connect insurance program option for financial protection against accidents that may occur. The insurance program is offered at the beginning of the year to students. The insurance premium cost is paid by the parents.

Lockers:

Lockers are the property of the Syracuse-Dunbar-Avoca Schools and are subject to periodic inspection by authorized personnel. Teachers will assign lockers. It is the responsibility of the student to keep the locker neat and clean. Money and valuables should NEVER be kept in a school locker. The school is not responsible for stolen items. Searches will be conducted when deemed to be in the best interest of the students and the school. (BP 5142)

Lost Articles:

Lost articles should be turned into the office. Students are encouraged to check the Lost and Found in the link for lost items. At the end of each quarter, unclaimed items will be donated to charity.

Meals:

The school offers a breakfast and hot lunch program for all students. Meal money is to be turned into the office or homeroom teacher for deposit into meal accounts. Students and their families are responsible to maintain a positive lunch account. Students are expected to observe the following regulations:

1. Walk to the lunchroom in an orderly manner.
2. Stay in line until seated.
3. Remain in the lunchroom until dismissed.
4. Deposit all meal 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 and lunch supervisors. (BP5130)

Breakfast Price: Student \$1.90

Adult \$2.30

PreK-3 Lunch Prices: Student \$2.85

Adult \$3.85

Single Milk \$0.50

Reduced Breakfast: Student \$0.30

Reduced Lunch: Student \$0.40

The elementary lunchroom is managed by adult supervisors. Students are expected to follow the directions of the supervisors, use good manners and follow lunchroom rules. Elementary students are expected to eat hot lunch or bring a sack lunch. If a student goes home for lunch, a written note from the parents must be given to the teacher.

Notice of Non-Discrimination:

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.

Nuisance Items

Teachers have the right to ban items from their classrooms that they deem nuisance items. 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 teachers 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 items will be confiscated, turned into the office and returned only to a parent.

Personal items, other than items needed by the student to perform their daily educational tasks, should be left at home. Materials from home should only be brought to school after obtaining permission from their teacher as needed for daily assignments or projects. If it's not needed for school, don't bring it!

Playground Rules:

The playground space is limited and the following rules will be observed by all students:

1. All ball games shall be with the school's playground equipment. Students are not to bring equipment from home.
2. No tackle football or deliberately knocking others down will be permitted.
3. Play areas and times are designated for student safety.
4. No sliding on hard surfaces when they are covered with ice.
5. Snow is to be left on the ground at all times. No snowball throwing before, during, or after school while under school supervision.
6. All students shall stay on the school grounds during recess periods.
7. The principal will determine whether students will go outside or inside for recess.
8. Students must obtain permission from a playground supervisor to enter the building for any reason.
9. All students will remain in supervised areas. Play areas will be designated for each grade level.
10. Fighting, roughhousing and pulling at clothes will not be tolerated.
11. All playground equipment will be used in the intended manner for which it was designed.
12. No abusive or profane language and gestures will be tolerated.

Prescription and Non-Prescription Medications at School:

The school personnel recognize 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/office personnel 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 can be legally purchased over the counter "without" a prescription and self administered by the school personnel. After written approval by the parent/guardian is received the student may receive over the counter medications such as aspirin, allergy pills, cough drops upon request.

Property Checked Out to the Student:

Books and other school equipment or materials will be checked out to students throughout the school year for specific schoolwork. 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)

Recess:

The administration and staff of Syracuse Elementary School feel that it's beneficial for every student to go out for recess. Children learn to take turns, share and cooperate with each other as well as gain muscle coordination during recess. Parents who wish to have their child miss recess need to write a note to the classroom teacher. If a student needs to miss more than 2 days of recess, a doctor's note is needed. Students who lose the privilege of recess may miss part or all of their recess as determined by staff.

It is a priority to go outside for recess every day at school if at all possible. Students need to be dressed

appropriately for the weather each day. If the temperature outside is below 10 degrees, with windchill, students will have recess inside. During winter months when snow is covering the ground, students must wear hats/hoods, gloves, boots and snow pants to play directly in the snow. Students without the required apparel will not be allowed to play in the snow.

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)

School Bills and Fines:

Students are responsible to meet all financial obligations they incur at SDA 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 and/or records will be released. (BP3250)

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 (floor) we'll carry (dribble) the ball
We have the spirit that never will fall
Cheer, oh cheer for Syracuse High
We're going to win tonight!

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.

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 the 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:

1. Clothing which 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.
2. All shirts/tops must have either 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, and muscle tank tops.

3. All shorts/pants and/or slacks must cover undergarments.
4. No undergarments showing (bras, BVD's, briefs, boxers, etc.)
5. Hats, coats, sunglasses may not be worn in the classrooms.
6. Some form of footwear is required. Flip flops are discouraged.

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

First Offense-Warning given and clothing corrected. If not corrected, parents will be contacted.

Second 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:

The Board of Education of the Syracuse-Dunbar-Avoca Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. (BP5151)

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. 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. Such student and parent contributions have included: students coming to school with basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and require, to the extent permitted by law, such student and parents 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 policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. 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 clothing 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 students participate. Students also have District grooming and attire guidelines, as well as grooming and attire guidelines established for the responsibility to furnish and wear non specialized attire reasonably related to the program, 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 protection 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

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items, including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardians will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) 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 a 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 school 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 of such equipment or attire.

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

(5) Extracurricular Activities- Fees for Participation

The District does not generally charge for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Post secondary Education Costs

Students are responsible for post secondary education costs. The phrase “post secondary education costs” means tuition and other fees associated with obtaining credit from a post secondary institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as a part of an approved accelerated or differentiated curriculum program, 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 post secondary educational institution.

(7) Transportation Costs

Students are responsible for fees established for transportation services provided by Districts as and to the extent permitted by federal and state laws and regulations.

(8) 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 a student. A parent, guardian or students who request copies of files or records shall be responsible for the cost of copies reproduced in accordance with such a fee schedule.

The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students’ files or records and no fee shall be charged to search for or retrieve any students’ 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.

(9) 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.

(10) 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.

(11) 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 a 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.

(12) Waiver Policy

The District’s policy 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 with a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) 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 the purposes of this section.

(13) Distribution Policy

The Superintendent or the Superintendent designee shall publish the District’s student’s 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.

(14) 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) post secondary education costs, and (3) summer school or night school.

Telephones:

The telephones in the building are provided for official business. Telephones are available for emergency student use during the school day in the office and the classrooms. Students are not to use the telephone without permission from an adult. If a student receives a call during class time, a message will be taken and delivered to the student. Students will be called from class only when it is absolutely necessary. School phones are not to be used to gain permission to play at another student's house when school is dismissed, etc.

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. Buller, 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 with ten (10) days after the occurrence stating the subject of the grievance. The procedures are 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 Safety Plans:

Tornadoes are among nature's most severe and disastrous phenomena and demand appropriate safety measures for students during the school day. There is a building plan for an Advanced Warning Drill and an Emergency Warning Drill. Teachers have been instructed to teach and practice plans with students. Tornado drills are held in conjunction with Civil Defense drills.

Video Surveillance System:

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

Visitors in the Building:

It is important for the school building to be safe and secure for our students. After the school day begins all students, parents and visitors will enter the building using entrance #01, by the offices at the west end of the school. Students will not be allowed to bring guests to school during the school day. Parents are always welcome. Visitors must sign-in and wear a visitor's badge at all times. At the conclusion of the visit, visitors should return the badge to the office and sign out.

It is our goal to keep disruptions and distractions to the school day at a minimum. All visitors to the school must conduct themselves so as to not interfere with the daily operation of the school program. Visitors should not interfere with staff or students, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either a staff member or principal, the visitor will be asked to leave.

ACADEMIC INFORMATION

Counseling:

The counseling services provided by Syracuse-Dunbar-Avoca Schools are provided to assist students to make the most effective use of assets and set reasonable and attainable goals. In the light of these objectives, counseling performs two general functions: personal counseling and academic advising. The counselor's role concerns helping students obtain valid information about themselves, their values, their vocational and educational interests, their aptitudes and abilities, thereby enabling students to use this information in making decisions. The counselor assists students to make choices by helping them to consider alternatives to any course of action. Students are encouraged to visit with the counselor and should make arrangements to do so before school, during recess times, 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.

Curriculum and Instruction:

A curriculum consists of instruction in the basic skills areas. Teachers are encouraged to use a variety of groupings and teaching strategies to make classes interesting. Students should be exposed to a variety of teaching styles to meet their various learning styles. District curriculum guides and the Nebraska state standards serve as the framework for instruction.

Grading:

Learning is a continuous process that children are just beginning in the elementary grades. Throughout their school years, the basic skills will be taught and reinforced many times. Our goal in the elementary grades is to give students a strong foundation in education and a positive attitude toward learning and school.

The K-3 elementary report card is a record of student progress. Evaluation will consist of a developmental assessment of how your child is progressing in their grade level. Teachers will provide documentation showing the progress of the student. Teachers determine student grades by consideration of daily class work, mastery, fluency, participation, individual and group projects, homework, mastery of standards, and multiple assessment tools. Report cards will be distributed to parents at the end of each quarter. Students' academic progress is also maintained on the Power School system.

Library:

The school library supports the instructional programs 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.

Parent-Teacher Conferences:

Syracuse-Dunbar-Avoca Public Schools have scheduled Parent-Teacher Conferences as part of the school year. The primary objective of conferences is the sharing of information between teacher and parents. This will lead to the best possible educational experiences for the student. It is essential for parents to participate in these conferences. In an effort to accommodate custody arrangements, divorced or separated parents are asked to attend the same conference meeting time so that all parties hear and exchange the same information.

Promotion and Retention:

Promotion or retention of an individual student will be reviewed by the parent, teacher, and administrator. Together a placement decision will be made for the ensuing school year.

Report Cards:

Report cards are the school's communication to keep students and parents informed on the student's progress

each quarter. Report cards will be distributed at the end of each quarter.

Special Education:

It is recognized that some students have need for 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 identify the needs of the individual and permits planning of a program to fit the needs of the individual. Students will receive instruction in the regular classroom whenever possible. The school district will comply with Public Law 94-142, The Education For All Handicapped Act.

Student Testing:

Standardized tests are given to students to assess student achievement. Students in grades K-3 will participate in Acadience® Reading Assessments and NWEA MAP® Assessment (Measure of Academic Progress) testing at various times during the school year. Student scores are sent home in a parent report and filed in the office of the elementary principal and school counselor. Students in grade three also participate in N-SCAS (Nebraska Student Centered Assessment System) testing.

Transfer or Withdrawal:

When a student leaves or transfers to another school, parents are asked to contact the elementary school office. The student needs to check in the office and the library to ensure that all books and materials have been returned prior to departure.

DISCIPLINE INFORMATION

In a good classroom environment, teachers have the right to teach and students have the right to learn. Students do not have the right to interfere with their own learning or the learning of others. An orderly, positive, well-managed classroom will enable teaching and learning to occur. Our goal is to teach students to have respect for themselves and others. Students will understand that they are responsible for their own actions. Consequences for breaking rules are not punitive, but are for the purpose of teaching students appropriate ways to behave.

The emphasis in discipline will be on the positive. Misbehavior in the classroom will not be rewarded with undue attention from the class or the teacher. We strive to teach self-discipline with greater student responsibility. For more discipline information, refer to the Elementary Code of Conduct.

Conduct at School and School Activities (Home and Away):

Students participating in or attending school events are to follow 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 and their school community. (BP 5130, 5144)

Prohibited Activities:

Students are prohibited from taking part in the following activities in school or school activities:

1. Drinking, possessing, or being under the influence of alcoholic beverages;
2. Cheating, stealing, or gambling;
3. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect for those in authority.
4. Vandalizing or willfully destroying school property or property of others. Appropriate legal action will be taken and restitution for damages will be demanded;
5. Fighting, exhibitions of profanity, or obscenity;
6. Altering the context of any note, using forged notes, or having forms in their possession that are not meant for their use;

7. Possessing certain items such as weapons, drugs, explosives, firearms, or knives;
8. Littering in the school building or on the school grounds;
9. Threatening, intimidating, or name-calling;
10. Using, furnishing, buying, or being under the influence of illegal drugs. Any information concerning the use of illegal drugs in the school or by students will be turned over to the proper authorities;
11. Tampering with the fire equipment or emergency alarm system;
12. Publicly displaying physical affection;
13. Smoking or using tobacco on school property, field trips, or school activities. Smoking shall be defined as being seen holding a lit or unlit cigarette or being seen throwing a cigarette or being seen with smoke coming out of the nose or mouth or admitting to have smoked.
14. Sexual harassment, whether physical or verbal;
15. Possessing cell phones or pagers in the school building;
16. Carrying a laser pointer.

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

The Student is Responsible For:

1. Behaving in a manner that does not interfere with the rights of others.
2. Abiding by rules and regulations established by the school.
3. Attending school daily on time.

The Parent is Responsible For:

1. Setting an example of respecting the worth of other persons.
2. Reading and reviewing school rules and regulations with students
3. Cooperating with school officials when discipline is necessary.
4. Seeking school and community help in correcting a student's misbehavior.
5. Informing school officials of concerns relative to student behavior.
6. Making sure the student attends school daily on time.

The Teacher is Responsible For:

1. Treating each child with dignity and respect.
2. Consistently enforcing school rules and regulations.
3. Reviewing with students, school rules and regulations.
4. Establishing an atmosphere of appropriate behavior in the classroom.
5. Communicating with students and parents if student behavior is not appropriate.
6. Reporting promptly to appropriate school personnel continuing student misbehavior and reporting immediately any misbehavior that will or may result in expulsion or suspension.

The Principal is Responsible For:

1. Establishing school rules and regulations in concert with school district policies and procedures.
2. Communicating to parents, staff, and students school rules and regulations.
3. Enforcing consistently school rules and regulations.

4. Communicating to parents, in concert with the teacher, student behavior problems.
5. Assisting teachers and parents to resolve student behavior problems.

The School Board is Responsible For:

1. Establishing school district policy relative to student behavior and discipline.
2. Granting their administrators discretionary powers should they feel that circumstances warrant deviation from the policy and guidelines in the Student Code of Conduct.

The Community is Responsible For:

1. Maintaining a standard of conduct for adults and children that will foster appropriate behavior.
2. Cooperating with the Board of Education and school personnel in the enforcement of school rules and regulations.
3. Providing educational and recreational opportunities to allow for the development of appropriate student behavior.

Rules and Regulations

1. Reasonable guidelines for student behavior have been established to help students develop an increasing amount of self-discipline. The guidelines apply in the classroom, in the school building, on school grounds, at all school functions, and on school buses.
2. General Guidelines are as follows:
 - a. Students are to follow any reasonable written or oral request of a school staff member, and show respect for those in authority.
 - b. Students are to avoid using profanity or other inappropriate language.
 - c. Students are to behave in the cafeteria in a manner that allows others present a pleasant atmosphere in which to eat their meal.
 - d. Students should not throw objects at other students, push other students, or act in any other manner that may cause harm to another individual.
 - e. Students are to dress in a reasonable and appropriate manner that does not distract others from learning.
 - f. Students are to attend school regularly.
3. As defined by State Statute 79-4 180: The following student conduct shall constitute grounds for long term suspension, expulsion, or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds.
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
 - b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
 - c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value for such student;
 - e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
 - f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an

imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor;

- g. Public indecency, as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- h. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the students has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off the school grounds not at any educational function or event. For the purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
- i. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or;
- j. A repeated violation of any rules validly established pursuant to section 79-4, 176 if such violations constitutes a substantial interference with school purposes.

PreK-3 Elementary Student Behavior Guidelines

There are situations of a dangerous and illegal nature that require immediate attention. The following section outlines the violations and the appropriate consequences for dangerous and illegal situations. Students receiving special education services should participate in the regular building behavior management plan. There are specific procedural requirements concerning due process which must be observed for students with disabilities. The consequences are listed in a range of decisions from the least to the most severe consequences. In determining the appropriate consequence, the administrator will generally begin with the least severe penalty and consider more severe penalties depending on the age and maturity of the child, the frequency of the misbehavior, and the severity of the incident.

BEHAVIOR

CONSEQUENCE

1. FIGHTING; both parties contributing

Parent conference
In-school suspension
Short-term suspension
Long-term suspension
Expulsion

2. ASSAULTING OF A STUDENT; (Unprovoked)

Parent conference
In-school suspension
Short-term suspension
Long-term suspension
Expulsion
Police will be contacted

3. THREATENING VERBAL ABUSE TO STAFF

Parent conference
In-school suspension
Short-term suspension
Long-term suspension
Expulsion

4. ASSAULTING OF STAFF

Parent conference
In-school suspension
Short-term suspension
Long-term suspension
Expulsion

	Police will be contacted
5. HARASSMENT: Calling another person names, making gestures, writing graffiti or otherwise bothering another person based on another person's gender, sexual orientation, race, age, religion, national origin, marital status, disability or any other reason	Parent conference In-school suspension Short-term suspension Long-term suspension Expulsion
6. SEXUAL ASSAULT/PUBLIC INDECENCY Unwelcome touching of another student's private parts or the clothing covering the student's private parts	Parent conference In-school suspension Short-term suspension Long-term suspension Expulsion Police will be contacted
7. WEAPON POSSESSION: any object which could be used to injure another person and has no school related purpose	Parent conference In-school suspension Short-term suspension Long-term suspension Expulsion Police will be contacted
Bringing a gun or weapon to school or possession of a gun or weapon at school or at a school function away from school, including a starter pistol, B-B gun, or pellet gun, will result in expulsion for a period of not less than one year. Modifications may be made by the Superintendent or designee in accordance with the law.	
8. WILLFUL DAMAGE OF SCHOOL, STAFF OR STUDENT PROPERTY	Parent conference Restitution In-school suspension Short-term suspension Long-term suspension Expulsion Police will be contacted
9. THEFT: Stealing or attempting to steal private or school property of substantial value	Parent conference Restitution In-school suspension Short-term suspension Long-term suspension Expulsion Police will be contacted
10. FALSE ALARM: Intentionally sounding a false fire alarm	Parent conference Short-term suspension Expulsion Police/Fire Marshall contacted
11. POSSESSION, USE OR DISTRIBUTION OF DRUGS, TOBACCO, ALCOHOL, CONTROLLED SUBSTANCES, OR DRUG DRUG PARAPHERNALIA	Parent conference In-school suspension Short-term suspension Long-term suspension Expulsion Police will be contacted
12. TRUANCY or TARDINESS	Parent conference

In-school suspension

13. PERSONAL APPEARANCE

Unacceptable dress includes gang apparel, halter tops, mesh shirts, clothing that presents a safety hazard or clothing products with double meanings advertising products which are prohibited activities

Parent conference
In-school suspension
Short-term suspension
Long-term suspension
Expulsion

14. BUS MISCONDUCT

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

1. School rules appear in student handbooks and other appropriate publications.
2. 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. Students and their personal effects are subject to being searched by the principal and his/her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all students' pockets, purses, backpacks, and other kinds of carrying devices.

DEFINITION OF TERMS

In-school suspension: Closed environment with minimal distractions and privileges.

Short-term suspension: One to five days out of school

Long-term suspension: Six to nineteen days out of school

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 first semester of the next 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 first semester of the following school year. Dangerous weapons shall include: (a) guns (including starter pistols, B-B guns, and pellet guns); (b) knives, dirks, or stilettos of any types, or any other dangerous instrument capable of inflicting, cutting, stabbing or tearing wounds; (c) knuckles or 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; (d) bombs, grenades, rockets, explosives, or similar devices.
3. If the student knowingly and intentionally uses force in causing or attempting to cause personal injury to a school employee or a school volunteer, or knowingly and intentionally causes personal injury to a student, the expulsion will be 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. This 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 administrator concluded 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 the 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 expulsion shall apply to each of these disciplinary measures respectively.

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 up by the principal as soon as possible but not 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 other school officials, may gain access to the student's records or file by presenting the original or fax copy of a release of information statement prepared and signed by the parent (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 parent(s) or guardian(s) also have the right to seek to have corrected any parts of an educational record that 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, parent, or guardian.

The student and his/her parent(s) or guardian have the right to file a complaint with the Family Policy and Regulation Office, U.S. Department of Education, Washington, D.C. 20202, 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 child'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 of student.
10. Individual and/or group student photographs other than yearbook and/or student directory 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 it, they must notify in writing, by the last Friday in September, the Elementary Office at 550 7th Street, P.O. Box P, Syracuse, Nebraska 68446. If the parent(s)/guardian(s) do not mind this "directory information" being available to 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 share this information with other school districts and educational institutions as it has in the past. LB 575 gives parents/guardians the ability to opt out of military recruiters receiving information about their student.

POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents/guardians shall be provided notice of any such changes by the district’s regular means of contact. Student and parent/guardian signature of acknowledgement on the Student Profile sheet will indicate that the parent/guardian will read any such information and communications, discuss them with their child(ren), and recognize that the student and parent/guardian must comply with all rules, procedures, and requirements as they apply at that time.