

STUDENT HANDBOOK  
2021 - 2022

SYRACUSE-DUNBAR-AVOCA  
MIDDLE SCHOOL



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**SCHOOL PERSONNEL****BOARD OF EDUCATION**

Andy Burr, President	Katie Tonkin
Greg Mueller, Vice-President	Brianne Wilhelm
Barry Janssen	Ed Zastera

**ADMINISTRATION**

David Kraus Superintendent	Jarred Royal High School Principal (9-12)	Tim Farley Middle School Principal (4-8)
Chris Moore Elementary Principal (PK-3)	Kelly Juilfs Special Education Coordinator	

**MIDDLE SCHOOL FACULTY AND TEACHING FIELD**

Sallie Agena	Guidance Counselor
Ashley Anderson	English/Social Studies
Courtney Bakan	Science
Julie Baker	4-6 Special Education
Allison Beers	Family Consumer Science
Carrie Brandt	Grade 4
Sarah Burr	Social Studies
Ashleigh Callahan	School Psychologist
Andrea Cannon	Grade 6
Jeremy Goebel	Physical Education
Brandy Hall	Instrumental Music
Regan Harsin	English
Jamie Hestermann	Media Specialist
Phil Janssen	Grade 6
Heather Krause	Speech Pathologist
Kali Manley	Nurse
Leslie McIntosh	Grade 5
Kerri Meyer	Grade 4
Nicole Mowry	Vocational Agriculture
Rick Nordhues	Math
Megan Pellatz	Grade 6
Pam Pfeiffer	Art
Megan Pitrat	7-8 Special Education
Andrew Pryor	Grade 4
David Purdham	Vocal Music
Justin Royal	Athletic/Activities Director
Kari Schroeder	Grade 5
Krista Sisco	Grade 5
Gary Stearley	Technology Coordinator
Adam Stotz	Math/Science
Alicia Umland	4-6 Special Education
JeanAnn Watermeier	Business/Keyboarding
Gregg Wiebusch	Physical Education
Joanna Zastera	Computer Technology & District Curriculum & Assessment Coordinator
Michelle Zoller	Life Skills Coordinator

**OFFICE STAFF**

Kim Behling, Secretary

**LIBRARY AIDE**

Linda Sedlacek

**RESOURCE AIDES**

Rita Lee

Steph DeMello

Lori McElhenie

Pam Hauschel

Stephanie Holka-Meyer

**ACTIVITY SPONSORS/COACHES**

Karlee Haecker	Head Cross Country
Sallie Agena	JH Student Council & Head Girls Golf
Ashley Anderson	Dance Team
Nicole Mowry	FFA
Courtney Bakan	JH STOP
Allison Beers	SOS
Barry Brandt	Asst. Football
Micah Buller	Asst. HS Boys Basketball & Head Boys Golf
Sarah Burr	Color Guard
Wendy Buchanan	HS STOP
Scott Crook	Assistant JH & HS Wrestling
Jeremy Goebel	Head Wrestling JH & HS, Head JH Football
Brandy Hall	Jazz Band, Pep Band
Regan Harsin	Asst. Track
Jamie Hestermann	Book Club
Doug Iske	Skills USA
Phil Janssen	Head JH Boys Basketball & Asst. Track
Jess Kirchoff	Asst. Track
Adam Krecklow	HS Student Council
Jessica LaFollette	Asst. JH Volleyball
Jaqueline Mohr	Asst. HS Volleyball & Asst. JH Girls Basketball
Paula Nichols	Prom Coordinator
Rick Nordhues	Head Football & Head Track
Megan Pellatz	Head JH Volleyball
Jonna Pester	Math Club & National Honor Society
Pam Pfeiffer	Yearbook/Journalism/Sports Programs
Andrew Pryor	Head Girls Basketball, Asst. JH Football & Head JH Girls Track
David Purdham	Encore, Chorus
Justin Royal	Athletic/Activities Director
Steve Sayer	Quiz Bowl
Krista Sisco	Asst. Track
Dana Stark	Asst. HS Girls Basketball
Adam Stotz	Head Boys Basketball
Aleisha Thomas	Cheerleading
Courtney VanGroningen	Head Volleyball
Susan Wellman	Future Business Leaders of America
Gregg Wiebusch	Head JH Girls Basketball, Asst. JH Boys Basketball, JH Boys Track & Head Softball
Carrie Wittler	Yearbook photographer

**WELCOME**

Welcome to the 2021-22 school year at SDA Middle School. Please read the entire handbook carefully. ***When you finish reviewing the handbook, please complete the Student Profile (front and back) and return to the middle school as soon as possible. If you are new to our district, please pick up and complete the computer usage form which must be done before your child is allowed to utilize the district's computers.***

We look forward to an exciting and educationally challenging school year and look forward to assisting you in fulfilling your educational goals. To accomplish those goals, the Board of Education, on behalf of the community, has provided an excellent faculty, facilities and caring staff.

Students, the progress you make in each subject will now depend upon you. Your desire, effort and abilities will determine the success you make of the opportunities at SDA Middle School. For this reason, this handbook provides important information regarding your privileges and responsibilities as a student of the Syracuse-Dunbar-Avoca Middle School. These rules and regulations provide the freedoms and boundaries of our success. Please review these rules and regulations with your parents, and have them discuss them with you. This will help you in making positive decisions throughout the school year. We're looking forward to a great year with all of you!

**GENERAL INFORMATION****ACCIDENTS AND ILLNESS IN SCHOOL**

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

**ADULT AND STUDENT ATHLETIC PASSES**

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

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

Varsity Event Gate Prices - \$5 – Adults, \$4 – Students

JV Only and Junior High Event Prices - \$3 – Adults, \$2 - Students

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

**ANNOUNCEMENTS AND BULLETINS**

Announcements will be distributed each day to our students and staff. Any organization wishing to have an announcement made should have it written up and turned in to the office with approval before 8:15 a.m. that morning. Announcements must be brief, concise and signed by the sponsor or administrator.

**BELL SCHEDULE****REGULAR (4-6)**

Warning.....8:15  
 Homeroom.....8:20  
 Grade 5 Lunch.....11:00-11:31  
 Grade 4 Lunch.....11:11-11:42  
 Grade 6 Lunch.....11:17-11:47  
 Dismissal.....3:25

**HOMEROOM (GRADES 7-8, MONDAY)**

Warning . . . . . 8:15  
 Homeroom.....8:20-8:40 (7<sup>th</sup> and 8<sup>th</sup>)  
 Period 1 . . . . . 8:40-9:25  
 Period 2 . . . . . 9:28-10:13  
 Period 3 . . . . . 10:16-11:01  
 Period 4 . . . . . 11:04-11:49  
 Period 5 . . . . . 11:49-12:16 (study hall)  
 Period 5 . . . . . 12:16-12:43 (lunch)  
 Period 5.....12:43-1:10 (study hall)  
 Period 6.....1:13-1:55  
 Period 7.....1:58-2:43  
 Period 8.....2:46-3:28

**HOMEROOM (GRADES 7-8, TUES.-FRI)**

Warning.....8:15  
 Homeroom....8:20-8:30 (7<sup>th</sup> and 8<sup>th</sup>)  
 Period 1.....8:30-9:14  
 Period 2.....9:17-10:01  
 Period 3.....10:04-10:49  
 Period 4.....10:52-11:37  
 Period 5.....11:37-12:04 (study hall)  
 Period 5.....12:04-12:31 (lunch)  
 Period 5.....12:31-12:58 (study hall)  
 Period 6.....1:01-1:48  
 Period 7.....1:51-2:38  
 Period 8.....2:41-3:28

- **Homeroom classes will be held on Tuesday if school is not in session on Monday.**

\*Other bell schedules may be utilized for late starts, early dismissals and pep rallies.

**BICYCLES**

Students attending SDA Middle School may ride bicycles to and from school. Bicycle storage racks are provided. All bicycles must be properly parked in the racks during the school day. The bicycle racks are in open view areas to provide for security from vandalism and theft. **FOR MAXIMUM SECURITY, STUDENTS ARE URGED TO ATTACH A LOCK TO THEIR BICYCLE DURING THE SCHOOL DAY.** Also, engraving the student's name on the bicycle will help with identification. Students who ride their bicycles to school do so at their own risk, and must comply with the following rules:

1. Bicycle "rules of the road" must be followed.
2. Once the student arrives at school the bicycle must be parked in one of the provided racks or parking areas.
3. Bicycles are not to be ridden during recess periods.
4. Students will not be permitted to play in the bicycle parking areas.
5. Students must ride only their own bicycle.
6. Bicycles should not be parked overnight on the school premises.
7. Bicycles are to be walked and not ridden on school property.

NOTE: Rules apply to skateboards, scooters and rollerblades as well.

**BUS TRANSPORTATION, ANY AND ALL SITUATIONS**

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

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

#### **CELL PHONE/DEVICE USE (Including wearable technology)**

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

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

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

#### **CHANGE OF ADDRESS**

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

#### **CHILD ABUSE AND/OR NEGLECT**

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect.

Reporting shall be done both orally and in writing to the Otoe County Department of Public Welfare. If there is reason to believe that immediate protection for the child is advisable, an oral report shall be made to an appropriate law enforcement agency.

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

**CLOSED CAMPUS**

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

**COMMUNICABLE DISEASES**

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

**COMPULSORY EDUCATION**

Nebraska State Statute 79-201 states that every person in the state of Nebraska that has legal control of any child ages 7-16 shall cause that child to attend regularly a school each day that the school is open and in session. (BP5113)

**COMPUTER USE**

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 within 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 of 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.

**CONVOICATIONS OR ASSEMBLIES**

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

**DANCES AND PARTIES**

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

**DETENTION**

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

**DISMISSAL**

Children are to leave the school grounds immediately after dismissal at the end of each school day, unless they have scheduled activities that are school related. If children are to be picked up after school, arrangements need to be made so that the children do not have to wait.

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

**EMERGENCY CLOSINGS**

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

**FACILITY AREAS**

Due to the facility housing 4-12 students, there are designated middle and high school areas in the school. Students are expected to remain in the portion of the building designated as middle school unless a class or activity deems otherwise. Students will be assigned routes to go from one classroom to another and all will be expected to follow these routes at all times. Students who arrive at school in the morning are to proceed to the middle school side of the building as soon as possible. Likewise, when students are dismissed after school they are to remain on the middle school side of the building until their rides arrive, unless other



arrangements have been made. At no time should middle school students loiter in the high school area of the facility.

### **FIELD TRIPS, ATHLETICS AND ACTIVITIES**

Some classes will include a field trip away from the school building. At other times, students may represent the school at activities or athletic events. At all times students are expected to observe regular school rules and the Code of Conduct. Teachers/Sponsors of classes or groups having students missing all or any portion of the regular school day are required to place a listing of those students in the daily bulletin no less than three (3) days prior to the scheduled activity or event. This will enable other teachers to make assignments and establish due dates for work to be missed.

The teachers whose class the student will miss may require school work to be completed prior to the time of departure. A specific Field Trip or Activity Trip form will be sent home prior to those events that encompass more than the school day (excluding athletics). All forms are to be returned to the appropriate teacher/sponsor who will turn them into the office. (BP5130)

### **FIRE DRILLS**

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

### **HAZING**

Hazing or initiation by a school organization, groups, clubs, teams or individuals are prohibited. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion. Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. The school will follow Neb. Statute 79-2, 101 to 2, 102 when dealing with hazing.

### **IMMUNIZATION REQUIREMENTS**

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

Immunization forms are available from the school nurse. Immunization costs are the responsibility of the parent/guardian. (BP5141)

### **INSURANCE**

SDA schools make an insurance program available to students for financial protection against accidents that may occur. The insurance program is available at any point during the school year but is only offered to the entire student body at the beginning of the fall term. The cost of the insurance premium is paid by the parents. Either the "School Time" or

"24-Hour" plan includes protection against athletic-sustained injury with the exception of football for high school (9-12) athletics. A special football accident policy is required for insurance coverage against injuries in that sport. Parents are encouraged to maintain coverage for their student-athlete. (BP5143)

### **LIBRARY USE**

The school library supports the instructional program of the school by supplying materials, equipment, and appropriate related services to students and teachers. The library is available to all students who are expected to follow established rules. All students are expected to conduct themselves in a manner which enables others to study without interruption. It is very important that library books be returned by the

assigned due date. Overdue books not returned by the end of the quarter will be considered lost and the responsible student will be fined for the cost of the book. Grades will be held until the fine is paid or the book returned.

### **LOCKERS**

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

### **LOST AND FOUND**

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

### **LUNCHROOM**

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

1. Walk to the cafeteria in an orderly manner.
2. Stay in line through the kitchen and pay for their meal.
3. Remain in the cafeteria until dismissed.
4. Deposit all lunch litter in wastebaskets.
5. Return all trays and utensils to the dishwashing area.
6. Leave the table and floor around your place in a clean condition for others.
7. Follow the directions of the teacher and lunch supervisors. (BP5130)

### **MEDICINE AND PRESCRIPTIONS**

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

### **MEMBERSHIPS**

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

### **MONTHLY ACTIVITIES CALENDAR**

The Superintendent publishes a monthly activities calendar that goes out to all parents/guardians of students in the district approximately one week before the month begins. The activities calendar includes but is not limited to athletics, activities, club meetings, school board meetings, and vacation days. This activity calendar is also available at our school website.

**OFFICE USE**

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

**NUISANCE ITEMS**

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

**PARKING AND AUTOMOBILE USE**

Students are to park their cars in an orderly manner in the designated parking area within the striped lines to insure an orderly flow of traffic. Students should not park in the staff guest parking areas located on the east side of the building. Students will not be allowed to return to their cars during the school day without a pass from the office or their instructor. (BP5130) Students engaging in unsafe driving or inappropriate parking will lose their privilege to park in the school parking lot. Students are not to park in any area marked as No Parking and are not to park on any grass areas on school property.

**PARTY INVITATIONS**

We believe that party invitations are an "out of school" activity, and should be delivered away from the school setting. In the past when party invitations were distributed at school, it brought into the classroom social situations of which many children could not cope, sometimes causing tears, fights and unhappiness.

**PEP RALLIES**

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

**PHYSICAL EXAMINATION**

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

**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 clothing 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.

### **POSTERS, SIGNS, AND PUBLICATIONS**

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

### **PROGRAM PARTICIPATION**

Programs or activities that are held outside the school day such as music concerts, special class projects, field trips, etc., are considered an extension of the classroom time. Students who are involved in any of these types of programs or activities are expected to be present and participate. If a student is unable to attend for any reason, the parent is to contact the teacher to excuse the student, prior to the scheduled event, if possible.

### **PROPERTY CHECKED OUT TO STUDENTS**

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

### **RESIDENCE**

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

### **SCHOOL BILLS AND FINES**

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

### **SCHOOL COLORS**

Syracuse-Dunbar-Avoca's school colors are green and white.

### **SCHOOL NICKNAME**

The Syracuse-Dunbar-Avoca nickname is the Rockets.

### **SCHOOL SONG**

Cheer, cheer, for good ole Syracuse High  
We have the spirit that never will die,  
Full of pep in every way  
That's why we're going to win today  
Down the field (floor) we'll carry (dribble) the ball  
We have the spirit 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.

**SCHOOL WEBSITE**

The school website ([www.sdarockets.org](http://www.sdarockets.org)) is an excellent source of school information. School announcements, the school calendar, activity, sports, academic and general information are available at this site. It is also an opportunity to share feedback on specific activities and features.

**SEARCHES**

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

**STUDENT ACTIVITY FUNDS**

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

**STUDENT ATTIRE AND GROOMING**

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

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

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

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

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

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

1. One or more detentions;

2. In-school suspension
3. Out-of-school suspension

### **STUDENT FEES POLICY (BP5151)**

The Board of Education of School District # 27 adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and Federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes Appendix "1," (available in the school office) which provides further specifics of student fees and materials required of students for the school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

#### (1) Guidelines for non-specialized attire required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

#### (2) Personal or consumable items and Miscellaneous

- a) Extracurricular Activities - Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- b) Courses –
  1. General Course Materials – Items necessary for students to benefit from courses will be made available by the District for use of Students during the school day. Students may be encouraged, but not required to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or

- other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
2. Damaged or Lost Items – Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the students.
  3. Materials Required for Course Materials – Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
  4. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12). The District is not required to provide for the use of a particular type of musical instrument for any student.
  5. Parking – Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payments of fines or for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

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

(4) Extracurricular Activities-Fees for participation

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

(5) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

For a course in which students receive both high school credit and for which the student may also receive postsecondary education credit, course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs

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

(7) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records.

The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

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

(11) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price



lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the Districts student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

(13) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**STUDY HALL**

Library: Only three people may go to the library to check out a book or read the newspaper, magazines, etc., at one time. You may go for only 10 minutes and must return so that others that wish to go may do so. If you need to be in the library for a longer period of time to work on the computers or do research for a class, then have the teacher you are doing the work for sign a pass informing the study hall teacher of this need. This will not count against the three people checked out for leisure reading. A pass must be signed prior to the start of class. Do not ask to go to a teacher's room to get such a pass once class has begun.

Home Work: Students must bring adequate material to keep them busy during the study hall class period. If you need to work with someone else on a class project you must provide a note or some kind of communication from your teacher informing your study hall teacher. If you have absolutely no homework, you can continue to read your "free-reading" book. All students are expected to stay busy with homework or silent reading on a daily basis. Remember, this is called "Study Hall" not "Free Time." Study halls are intended to provide students with time to do homework within a learning environment. There is absolutely no reason for sleeping, roaming the halls, gossiping, or any non-academic activity during study hall. Students may be referred to the office or face detention time for failing to preserve the academic environment in study hall.

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

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

1. 2 Failing Grades – no pass anywhere unless from teacher(s) of the class they are failing and they are working on material for the classes they are failing.

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

Organizational Meetings: Organizational meetings will be held on a rotating basis. These meetings will take place during study hall, usually on the last day of the week.

General Rules:

1. Teachers should provide a sign-out sheet that indicates when each student left their room and where they were going.

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

### **TELEPHONES**

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

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

It is the policy of the Syracuse-Dunbar-Avoca School District not to discriminate on the basis of race, color, religion, sex or handicapping condition. Mr. 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 within 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 DRILLS**

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

### **USE OF WEIGHTLIFTING/FITNESS ROOM EQUIPMENT**

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

### **VIDEO SURVEILLANCE SYSTEM**

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

### **VISITORS**

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

**ACADEMIC INFORMATION****ACADEMIC STATUS REPORT (Grades 7-8)**

An Academic Status Report will be printed at the conclusion of every week. This report will be a listing of all students currently failing one or more classes. This report will be the guide to determine activity participation for the upcoming week and pass privileges. If a student is failing two or more classes at the conclusion of the week, he/she will not be allowed to participate in/nor attend school activities the following week (Sunday through Saturday.) Students attending an activity while on the ineligibility list will be ineligible for an additional week. Students on the ineligibility list will also not be allowed to leave school early with a team. If a student comes off the Academic Status report during the week, they then become eligible at that time. Additionally, if a student is failing two or more classes, they will not be given pass privileges unless the pass is signed by the teacher of a class he/she is failing.

**COUNSELING**

The counseling services provided by Syracuse-Dunbar-Avoca Schools are designed to assist you to make the most effective use of your 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 you obtain valid information about yourself, your values, your vocational and educational interests, your aptitudes and abilities, thereby enabling you to use this information in making decisions. The counselor assists you to make choices by helping you consider alternatives to any course of action. You are encouraged to visit with the counselor and should make arrangements to do so before school, during study hall, or after school, unless in an emergency situation. Parents who wish to discuss their student's educational plans or progress or who have other concerns are encouraged to contact the counselor.

**COURSE OF STUDY (Grade 8)**

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

**GRADING AND EXAMINATIONS**

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

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

**Grades 7-8**

A = 93 - 100%    Excellent  
 B = 85 - 92      Good  
 C = 78 - 84      Average  
 D = 70 - 77      Below Average  
 F = Below 70    Failing

**Grades 4-6**

A = 90 - 100%  
 B = 80 - 89  
 C = 70 - 79  
 D = 60 - 69  
 F = Below 60

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

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

**HELP FROM TEACHERS**

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

**HOMEWORK**

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

**MISSING HOMEWORK POLICY: AFTER SCHOOL ACADEMY**

This program provides an opportunity for students who are failing to complete their homework assignments to get additional help from teachers/aides/administrators. Students in grades 4-8 who come to class without completed assignments during a normal school day will be part of the After School Academy process. The process works as follows:

1. A triplicate form is issued by the teacher. The student will receive a white slip to take home to show his/her parents, notating the unfinished homework (delivering the slip to a parent/guardian is the student's responsibility). The teacher will keep a pink copy and the principal will receive a yellow copy,
2. When the late work slip is issued, the student will have until the next scheduled school day at 8:15 AM to have the assignment turned into the principal's office, completed in full and with his/her name on the assignment,
3. Because the assignment was turned in late, the student will receive a 10% deduction on their grade,
4. If the assignment is not turned in by 8:15, as mentioned above, the student will then be required to attend the After School Academy that day. The student will be required to finish the late assignment and work on other homework and be excused at 4:15. It is the parent/guardian's responsibility to be here at 4:15 to pick up their child,
5. If for some reason, the student can't stay after school, the student is required to come to school at 7:30 the following morning in the detention room,
6. If the student fails to attend the assigned times that were worked out between the parents and the building administrator, the student will receive disciplinary action through the office.
7. A student in grades 7-8 who is failing a class may be required to attend the After School Academy for extra help in that subject area until their grade average reaches passing status. Students in grades 4-8 receiving 2 or more slips in one day are required to attend After School Academy.

We would like to encourage students to be responsible and hand in their assignments when they are due. If they do not hand assignments in on time, we hope the After School Academy process will help them get their work completed in a way that results in the fewest consequences for the student.

**HONOR ROLL AND CLASS RANK (Grades 7-8)**

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

**PARENT-TEACHER CONFERENCES**

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

**PROGRESS REPORTS**

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

**REPORT CARDS**

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

**SCHEDULE CHANGES**

Each student has a class schedule that has been developed through the cooperation of the counselor, parent and student. Necessary changes will be made within the first week of school in each semester. After the first week a student will not be allowed to drop a class. Any change must be approved by the counselor and parent with teacher involvement.

**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 to identify the needs of the individual and permits planning of a program to fit the needs of the individual. Students will receive their instruction in the regular classroom whenever possible. The school district will comply with Public Law 94-142, the Education For All Handicapped Act.

**STUDENT AWARDS**

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

**STUDENT TESTING**

The school administers standardized tests in grades 4-8 for English Language Arts and Math as required by the Nebraska Department of Education. Grades 5 and 8 also are required to take standardized tests in Science.

**TRANSFER OR WITHDRAWAL**

When you transfer to another school, it is to your advantage to check out of school properly. The procedure for withdrawing is to have a Withdrawal From School form signed by the parent or guardian. (Forms available in office.) A Clearance Sheet will be issued and must be signed by all your teachers, coaches, the librarian, the counselor and the principal's office. A signature from each of these indicates that you have turned in all borrowed materials and that you owe the school no money.

**ATTENDANCE AND STUDENT MOVEMENT INFORMATION****ATTENDANCE**

Students are expected to attend classes on a regular basis and to be on time in order to gain maximum benefit from their instructional program, develop habits of punctuality, self-discipline and responsibility. Students must be in regular attendance if they are to derive benefits from such educationally sound classroom activities as lectures, special instruction and individual help, group discussions, spontaneous dialogue between teacher and student(s), evaluations, and audio visual presentations.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the classroom activities missed cannot be made up adequately. Students who have good attendance generally

achieve higher grades, enjoy school more and are more employable after leaving high school. Invariably those who inquire about students' school records are initially interested in their attendance. For these reasons, we believe that a student must exhibit good attendance habits in addition to satisfying academic requirements.

### REPORTING ABSENCE

When a student is absent from school, the parents or guardians of that student should call the school (269-2388) by 9:00 a.m. on the day of absence. The switchboard will take calls beginning at 7:30 a.m. daily. Parents or guardians who are unable to call must send a written explanation for the absence indicating date, reason for absence, and parent signature. If no note or call has been received at the time the student returns to school, the absence will be unexcused.

#### 1. EXCUSED

It is basically up to the parent to determine the need or reason for a student to be absent, as long as the number of absences stay within the attendance policy. However, we strongly discourage the following as valid reasons: shopping, appointment, being a spectator, fishing, hunting, skiing trips or vacations. Normally acceptable reasons include illness, emergency at home, death in the family or a near relative, religious holiday, school activities, exhibitor at a fair, and court appearance. Students will have two days to make up work and will be given full credit.

#### 2. UNEXCUSED

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

#### 3. ADVANCE EXCUSED

If a student is to be absent by a special request from parents or guardians, that student's parent or guardian should call the office, asking for the release of the student at least three (3) days in advance of the date of the anticipated absence. A special release form must be secured from the office and properly filled out in advance. Teachers may require the work be done in advance or on the day the student returns. Admit slips will not be required.

### MAXIMUM ABSENCES

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

Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences". Students with ten (10) unexcused absences per semester shall 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 also asked, if at all possible, to schedule appointments (ie: doctor, dentist, etc.) outside school hours so their child does not miss school. If an appointment must be made during the school day, parents are 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 upon returning from any absence. They are also asked to report to the office if they had been absent for any part of a day. A pass will be issued for them to return to class.

In case of communicable diseases, the child will not be readmitted to school until the nurse has seen the child or a written statement from a doctor is presented to the child's teacher.

Generally a child should not return to school after an illness until he/she is ready to participate in the regular school program. The school is not staffed to supervise "ill" students "staying in" at recess.

**Student attendance will be monitored through the following procedures:**

1. Each teacher will record attendance of all students each class period (grades 7-8). Grades 4-6 will be recording attendance as an 8 period day.
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
6. **According to State Statute, a monthly report shall be filed with the Nebraska Commissioner of Education for any student who exceeds two absences, or the hourly equivalent, for each calendar month that school is in session (August/September are combined).** All absences from class will count toward these two days except for those which the school assumes sponsorship.
7. **According to State Statute, if a student exceeds 20 absences in a school year, or the hourly equivalent, a report shall be filed with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parents, or the person who has legal or active charge or control of the child) resides.** All absences from class will count toward the maximum except for those which the school assumes sponsorship.

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.

**DUE PROCESS PROCEDURE**

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

1. In the event that the student and/or his parents are dissatisfied with the decision of the Attendance Board an appeal may be made to the Superintendent of Schools. The superintendent must receive the request for hearing within five (5) days following the decision of the Attendance Board. The hearing shall be conducted within five (5) days after receipt of the request. The student may be allowed counsel if he or she desires, and the student should be given the opportunity to call witnesses. The Superintendent will make a decision on the case and inform the student of such. A statement of findings of facts from the hearing shall be compiled and the student and parents provided a copy within two days.

2. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Board of Education must receive in writing a request for such a second hearing within five (5) days. Following receipt of such request, hearing shall be held within five (5) days and the student and parent or guardian shall be given prompt notice of the time and place of such hearing.

- a. The student will be provided with an opportunity to testify, question, and present other evidence on his or her behalf at the hearing. Counsel may be present.
- b. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his/her parents within two (2) days.

**TARDIES**

Promptness to class is necessary to enhance the effectiveness of the day to day operations of the school. Students who are late to class delay the beginning of the class unnecessarily, which wastes valuable instructional time for the majority of the students who are present and ready to begin. The first ten minutes of each class period will be the time counted as a tardy. Any student who is not in class by the end of the 10 minute tardy period will be counted absent and this absence will count against the ten allowable absence days. Once the student has accumulated four tardies in a class period, a lunch detention is assigned. With any further accumulation of tardies past this stage, (multiples of four thereafter), he/she will be charged with another absence and an after-school detention will be assigned. The administration will confer with the student about their tardies and parents will be contacted. Each academic semester will start a new tardy reporting period.

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

**SKIPS - SINGLE CLASS**

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

**STUDENT MOVEMENT**

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

**DISCIPLINE INFORMATION**



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

**CLASSROOM BEHAVIOR**

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

**CONDUCT AT SCHOOL ACTIVITIES (HOME AND AWAY)**

Students participating in or attending school events are to abide by school rules and are accountable to school personnel. They are expected to conduct themselves at all school activities in a manner that brings credit to them, their parents and their school. (BP5130, 5144)

**DUE PROCESS RIGHTS**

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

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

**GRIEVANCE PROCEDURE**

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

## SYRACUSE-DUNBAR-AVOCA MIDDLE/HIGH SCHOOL STUDENT CODE OF CONDUCT

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

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

The Student Code of Conduct describes those behaviors for which disciplinary action will be taken by school personnel and/or building administrators. Compliance with the Student Code of Conduct is mandatory. The interventions described within this document apply to the secondary school only as the elementary school (K-3) follows the Elementary Student Management Plan.

### 1. VIOLATIONS AGAINST PERSONS

#### a. Assault of school employee or volunteer:

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

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

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

#### b. Assault-Student/Fighting:

- Intentionally or knowingly causing or attempting to cause personal injury:
- Recklessly causing personal injury; although someone is unintentionally injured, the student is held accountable as long as the student intended to engage in the conduct which caused the harm.

**First Offense:** Long-term suspension or expulsion for the remainder of the semester and the following semester or the remainder of the semester and the first semester of the following year. Police may be contacted.

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

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

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

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

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

**Third Offense:** Long-term suspension or expulsion for the remainder of the

semester. Police may be contacted.

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

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

Assault includes any one of the following:

- Intentionally or knowingly causing personal injury;
- Intentionally or knowingly attempting to cause personal injury;
- Recklessly causing personal injury;
- Intentionally placing the person in reasonable apprehension of immediate personal injury.

Not intending to hurt someone is not an excuse for assault as long as the behavior that caused the assault was intentional.

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

**d. Sexual assault:**

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

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

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

**e. Harassment:**

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

Harassment includes any physical or verbal conduct which:

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

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats;
- Demeaning jokes, stories or activities directed at an individual;
- Unwelcome, intentional touching or grabbing;
- Explicit and offensive sexual references or gestures;
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, or disability;
- Threatening or intimidating any student for the purpose or intent of obtaining money or anything of value from such student;

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

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

**Third Offense:** Expulsion. Police may be contacted.

- Any other verbal or physical conduct which, judged from the perspective of a reasonable student, creates a hostile school environment
- Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
  1. Physically, emotionally or mentally harming a student;
  2. Placing a student in reasonable fear of physical, emotional or mental harm;
  3. Placing a student in reasonable fear of damage to or loss of personal property; or
  4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

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

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

Dangerous weapons shall include:

- All types of guns (firearms, antique firearms, BB guns, paintball guns, "Airsoft" guns, dart guns, pellet guns, starter guns);
- Knives and any other dangerous instruments capable of inflicting, cutting, stabbing, or tearing wounds as defined by Nebraska Criminal Code;
- Knuckles and brass or iron knuckles that consist of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles; bombs, grenades, rockets, explosives, or similar devices.

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

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

**g. Weapons (Weapons other than guns, knives or other dangerous weapons)**

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

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

The following are examples of objects considered to be weapons in this section of the code:

- Lead pipes;
- Pocket knives;
- Chains;
- Chuck-sticks;
- Throwing stars;
- Darts;
- Blackjacks;
- Unauthorized tools;
- Fireworks;
- Razor blades;

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

- Chemicals.

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

**h. Public indecency:**

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

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

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

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

Disrespectful language or gestures directed toward any school staff member.

**j. Verbal abuse to staff (threatening):**

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

**k. Insubordination:**

Refusal to comply with a reasonable faculty request

**l. Flagrant unsportsmanlike activities:**

To visiting teams, officials or representatives.

**2. VIOLATIONS AGAINST PROPERTY**

**a. Theft**

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

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

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

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

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

**First Offense:** Short-term suspension or In-school suspension 1-5 days.

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

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

**First Offense:** Short-term suspension.

**Second Offense:** Long-term suspension.

**Third Offense:** Expulsion.

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

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

**Third Offense:** Long-term suspension or expulsion.

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

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

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

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

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

**3. VIOLATIONS AGAINST THE PUBLIC HEALTH AND SAFETY**

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

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

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

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

**First Offense:** Expulsion. Police will be contacted.

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

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

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

**First Offense:** Expulsion. Police will be contacted.

**4. VIOLATIONS AGAINST TRAFFIC REGULATIONS****a. Careless driving:**

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

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

**b. Parking:**

Parking in an unauthorized area on school property.

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

**c. Use of Vehicle:**

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

**First Offense:** In-school suspension 1-5 days.  
**Second Offense:** Short-term suspension 1-5 days.  
**Third Offense:** Short-term/long-term Suspension.

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

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

**First Offense:** Student/parent notification and detention.  
**Second Offense:** In-school suspension 1-5 days.  
**Third Offense:** Short-term suspension

**b. Public displays of affection:**

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

1-5 days.

**First Offense:** Student/parent notification and detention.

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

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

**c. Inappropriate attire:**

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

Examples include:

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

**First Offense:** Student conference and clothing to be corrected.

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

**d. Financial obligations:**

Failure to pay outstanding school bills.

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

**e. Academic Integrity:**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct. This includes "**cheating**" – intentionally misrepresenting the source, nature or other conditions of academic work to accrue undeserved credit; and "**plagiarism**" – to take and present as one's own an idea or work derived from an existing source without full and proper credit to the source.

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

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

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

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

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

**b. Bus misconduct:**

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

**First Offense:** Warning

**Second Offense:** Call parent

**Third Offense:** One week bus suspension

**Fourth Offense:** Semester bus suspension

**c. Inappropriate computer use:**

Inappropriate computer use includes, but is not limited to:

- Gaining or attempting to gain access to someone else's files.
- Sharing passwords.
- Loading programs on or copying programs from the

**First Offense:** Suspension of computer privileges, parent notification.

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

network or a local station.

- Engaging in any network task reserved for teachers or systems operators.
- Any actions harmful to the normal operation and use of the computer network.
- Use of the technological devices to gain access to inappropriate websites (games, sites generally deemed as offensive.)

**d. Repeated violations:**

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

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

**e. Other offenses:**

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

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to: counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon written consent of a parent or guardian to such counseling or evaluation.

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

Aiding and abetting the commission of any offense under the Student Code of Conduct which is also forbidden by the Laws of Nebraska and/or Federal Law is prohibited. Aiding and abetting an offense means that: 1. The student demonstrated support, encouraged or intentionally helped another person commit the offense; and 2. The student knew that the other person intended to commit the offense or expected the other person to commit the offense; and 3. The other student in fact committed the offense.

The type of consequence recommended by the building administrator will depend on the severity of the offense and the level of aiding and abetting.

Law enforcement will be contacted.



### STUDENT LOCKERS, STUDENT AUTOMOBILES AND STUDENTS' PERSON

#### 1. Student Lockers

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

#### 2. Student Automobiles:

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

#### 3. Students' Personal Effects:

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

### IN-SCHOOL SUSPENSION

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

### SHORT-TERM SUSPENSION

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

### LONG-TERM SUSPENSION

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

### EXPULSION

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

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

#### School Building Administrators will:

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

**Appeal Process**

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

**STUDENT RECORDS**

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

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

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

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

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

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

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

The general policy and practice of the District is to not engage in the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for the purposes of this policy means individually identifiable information such as:

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

The term "personal information", for the purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples; college or postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about a student,

or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by student of products or services to raise funds for school-related or educational-related activities; and student recognition programs. LB 575 gives parents/guardians the ability to opt out of military recruiters receiving information about their student.

#### STUDENT SURVEYS

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

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

#### RIGHTS AND RESPONSIBILITIES OF STUDENTS

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

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

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

#### SEARCH AND SEIZURE

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

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

**SCHOOL ACTIVITY INFORMATION****STUDENT ACTIVITIES**

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

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

SDA Middle School has the following organizations and activities in which students may participate:

1. Junior High Student Council
2. Instrumental Music
3. Football, Basketball,  
Volleyball, Wrestling,  
& Track
4. STOP
5. Mathematics Contests
6. FFA
7. History Day

**STUDENT 24-HOUR ACTIVITY CODE**

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

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

Student Activity Participation Code:

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

Academic Guidelines:

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

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

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

Middle School Academic Guidelines:

If a student is failing two or more classes in junior high, the student may not participate in games until the student is failing one or fewer classes. At that time, the student will be eligible to participate.

School Attendance for Activity Participation:

School day – any student participating in an event or practice must be present from the beginning of fifth period to practice or compete. Exceptions to the rule may be made by the building principal (e.g. pre-

arranged absences, emergency situations if school is notified prior to absence, etc.)  
 Practice – all students are expected to attend. Absences for valid reasons can be excused by coaches or sponsors. Performance always takes precedence over practices when students are involved in more than one activity. (BP5130, 6145)

Transportation to Out-of-Town Activities:

Students representing the high school or middle high school as part of an organized activity or athletics will ride in vehicles authorized by school officials. On occasion, other arrangements may be made, but only between parents and the administration **prior** to the scheduled departure from SDA High School. Parental contact should be made to the school with a signed, written note. (BP5131, 6145)

Physical Examinations:

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

Local Eligibility

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

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

Penalties For The Above Acts

First Offense:

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

Second Offense

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

Co-curricular Activities

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

Individual Activity Rules:

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

Coach and Sponsor Discipline:

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

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

Student Responsibilities:

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

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual 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](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;
1. Fax: (202) 690-7442; or
1. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **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.