

Board of Education Regular Meeting
Tuesday, June 11, 2019 7:30 PM
Conference Room at the Southern Valley
Schools Junior/Senior High School Building,
Oxford, Nebraska
43739 Hwy 89
Oxford, NE 68967

1. OPENING

1.1. Call Meeting to Order

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Members

1.5. Acknowledge Posted Open Meeting Act

2. REVIEW THE AGENDA

2.1. Publication of Notice Verification

2.2. Notes Regarding Agenda/Additions

2.3. Approval of Agenda

2.4. Approval of Prior Minutes

3. RECOGNITION OF VISITORS

3.1. Public Comment

4. BUSINESS ITEMS

4.1. Approval of Bills

4.2. Treasurer's Report

4.3. Committee Reports

4.4. PK-6 Principal's Report

4.5. 7-12 Principal's Report

4.6. AD Report

4.7. Superintendent's Report

5. ACTION ITEMS

5.1. School Calendar Changes for 2019-2020

5.2. Approve Student Handbook for 2019-2020

5.3. Approve Teacher Handbook for 2019-2020

5.4. Approve Classified Staff handbook for 2019-2020

5.5. Board Policy Committee

6. INFORMATIONAL ITEMS

7. EXECUTIVE SESSION

8. MOTION TO ADJOURN

Board of Education Meeting
May 14th, 2019 8:00 PM
Conference Room at the Southern Valley Schools Junior/Senior High School Building,
Oxford, Nebraska

The regular meeting of the Southern Valley Board of Education was called to order by President Bob Bergquist at 8:07pm. The roll was called and the following members were present: Ryan Hunt, Bob Bergquist, Todd Brown, Dave Witte, Steve Hunt and Stacy Shafer. Members absent: None. Others present: Superintendent Bryce Jorgenson, Secondary Principal Jeff Linden, Elementary Principal Mark Grove and Activities Director Brandon Marquez.

The Board of Education makes available a current copy of the Open Meetings Act accessible to members of the public. The Open Meetings Act is also posted in the conference room. Notice of the meeting was given in advance by posting in accordance with the Board of Education approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in the posted notice and a current copy of the agenda was maintained as stated in the posted notice.

All members and public recited the Pledge of Allegiance.

Time was allowed for public comment. No public comment.

April 2019 minutes approved as submitted.

Motion to approve the agenda passed with a motion by Ryan Hunt and a second by Steve Hunt.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve receipts and payment of expenditures submitted by the administration passed with a motion by Ryan Hunt and a second by Dave Witte.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

The Financial Report and Budget Comparison Reports were reviewed along with current account balances and projected revenue.

Elementary Principal Mark Grove updated the board on the following upcoming events: May 15th @ 8:45am Elementary Awards Day, May 16th Last Day of 2018-19 school year with a 12:30 dismissal, May 17th Teachers Last Day, May 23rd Report Cards will be mailed.

Secondary Principal Jeff Linden informed the board that students have completed all state testing requirements for the 2018-19 school year. He also noted that Academic Awards night went well.

Activities Director Brandon Marquez updated the board on the completion of spring sports, summer schedule, softball field updates in Stamford and the updated Drug and Alcohol Policy that will start this fall for all student 7-12.

Superintendent Bryce Jorgenson wanted to thank Mr. Marquez and the Southern Valley staff for all their hard work this spring. Also discussed was 2020 Graduation date. Mr. Jorgenson feels that due to schedule conflict with the rain date for RPAC track and State Trap shooting that this date should be moved. No date was decided. Mr. Jorgenson will discuss this with the Jr. class on Wednesday, May 15th and get back with the board for further discussion. Mr. Jorgenson mentioned that 2023 graduation date could possibly go back to the first weekend. Daycare was then discussed with the board. Mr. Jorgenson has been having discussions with different individuals regarding the need for daycare. He has looked into a few different options but there will be future discussion on if the school will be involved and to what extent. Superintendent Jorgenson also updated the board on summer project such as the softball field in Stamford, new doors and locks and addressing the drainage system.

Motion to approve the purchase of two CD's from Banner Capital Bank in Beaver City for \$500,000 and \$250,000 with signers on the account being Bryce Jorgenson, Lindin Quinn, Bon Bergquist and Dave Witte passed with a motion by Steve Hunt and a second by Ryan Hunt.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve offering Christen Williamson a teaching contract for the 2019-20 school year for the open Ag/FFA position passed with a motion by Ryan Hunt and a second by Todd Brown.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the purchase of a new bus from Cornhusker International Trucks using General Fund funds passed with a motion by Dave Witte and a second by Stacy Shafer.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	No
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Meeting adjourned at 9:37 pm.

The next regular meeting is scheduled for June 11th, 2019 at 7:30pm.

Dated this 23rd day of May 2019.

FURNAS COUNTY SCHOOL DISTRICT #540
A/K/A SOUTHERN VALLEY SCHOOLS
BY: Bob Bergquist, PRESIDENT

ATTEST: Lindin Quinn, Recording Secretary

06/07/2019 11:53 AM

User ID: LLQ

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Ag Valley Coop	162780 5/25/19	Bus Gas	1,517.78
Total Ag Valley Coop			1,517.78
Alma Auto Parts	14766-71236	Bus Maintenance	23.64
Alma Auto Parts	14766-71245	Bus Maintenance	225.62
Alma Auto Parts	1535 5/25/19	Bus Maintenance	397.93
Total Alma Auto Parts			647.19
Amazon Capital Services	11RW-CNVR-KVDL	HS Teaching Supplies- Spaulding	362.21
Amazon Capital Services	1X73-TYXY-HHWC	Elementary Teaching Supplies	86.06
Amazon Capital Services	1XMV-F46K-4WTW	HS Teaching Supplies- Z Nathan	1,063.45
Amazon Capital Services	1YT9-7KQ1-1YNP	HS Teaching Supplies- Huerta	322.41
Total Amazon Capital Services			1,834.13
Beaver City Municipal Plant	421000 5/20/19	Electricity- Bus Barn	24.62
Total Beaver City Municipal Plant			24.62
Blick Art Materials	1386470-1	Elementary Teaching Supplies	28.82
Blick Art Materials	1437158-1	Elementary Teaching Supplies	208.67
Blick Art Materials	1484388-1	HS Teaching Supplies	2,485.34
Blick Art Materials	1489113-1	HS Teaching Supplies	9.21
Blick Art Materials	1499911-1	HS Teaching Supplies	30.31
Blick Art Materials	1511761-1	HS Teaching Supplies	2,443.61
Blick Art Materials	1533275	Elementary Teaching Supplies	20.63
Blick Art Materials	1533927	Elementary Teaching Supplies	16.64
Blick Art Materials	1602315	General Supplies	1,119.96
Blick Art Materials	1607907	Credit- HS Teaching Supplies	(1,073.42)
Blick Art Materials	1614276	Credit-General Supplies	(8.88)
Blick Art Materials	1618947	Credit- HS Teaching Supplies	(418.34)
Blick Art Materials	1619767	General Supplies	8.88
Blick Art Materials	1619939	HS Teaching Supplies	26.06
Blick Art Materials	1620191	Elementary Teaching Supplies	24.53
Blick Art Materials	1628439	Credit- HS Teaching Supplies	(472.33)
Blick Art Materials	1632005	Credit- HS Teaching Supplies	(530.46)
Total Blick Art Materials			3,919.23
Blue Tarp Financial, Inc.	1624326318	IA Supplies	39.99
Total Blue Tarp Financial, Inc.			39.99
BMI Educational Services Inc	661517	HS Teaching Supplies- McQuay	717.36
Total BMI Educational Services Inc			717.36
Cobra Midwest	080774	Custodial Supplies	900.00
Total Cobra Midwest			900.00
Comdata Corporation	XE887 5/31/19	Bus Gas	303.37
Total Comdata Corporation			303.37
Cornhusker International Trucks- Lincoln	3336267	Bus Maintenance	788.62
Total Cornhusker International Trucks- Lincoln			788.62
Cycle Therapy	05/31/19	Counseling Services	1,470.00
Total Cycle Therapy			1,470.00

Vendor Name	Invoice Number	Description	Amount
Dish Network	825707082064465-2	Dish Network	481.17
Total Dish Network			481.17
Egan Supply Co.	300196	Custodial Supplies	124.83
Total Egan Supply Co.			124.83
Esu #11	1819-3-12	3rd QTR Billing	57,677.04
Esu #11	3570	ESU#11 Charges 5/2019	5,279.70
Total Esu #11			62,956.74
Esu #9	19-1120-3	Great Plains Summit Registration	438.00
Total Esu #9			438.00
FLINN Scientific Inc	2348298	HS Teaching Supplies	109.46
Total FLINN Scientific Inc			109.46
Follett School Solutions, INC	7410759	Computer Software	1,455.00
Total Follett School Solutions, INC			1,455.00
Frontier Communications	3088682222082595 5	Telephone	463.76
Frontier Communications	3088689966-5/31	Telephone	206.81
Total Frontier Communications			670.57
GOPHER - NW 5634	9590384	Elementary Teaching Supplies	2,873.53
GOPHER - NW 5634	9595627	Elementary Teaching Supplies	87.20
Total GOPHER - NW 5634			2,960.73
GovConnection, Inc.	56633172	Computer Supplies	372.88
Total GovConnection, Inc.			372.88
Harlan County Health System	5/31/19	Bus Driver Physicals	145.00
Total Harlan County Health System			145.00
Harlan County Journal	29000 5/31	Legal Notice	10.02
Total Harlan County Journal			10.02
Holmes Plumbing & Heating	210333	Custodial Supplies	125.05
Holmes Plumbing & Heating	213812	Custodial Supplies	119.90
Total Holmes Plumbing & Heating			244.95
Hometown Leasing	JUNE 2019	Copier Lease Pymt- June 2019	3,354.16
Total Hometown Leasing			3,354.16
J & J Repair	6434	Bus Maintenance	280.38
Total J & J Repair			280.38
JENNIFER SCHUTZ,OTR/L	MAY 2019	SPED Services- OT	2,405.35
Total JENNIFER SCHUTZ,OTR/L			2,405.35
Kelley's Super Market Inc	2222 6/1/19	Custodial Supplies	422.13
Kelley's Super Market Inc	22221 6/1	FCS Supplies	19.64
Total Kelley's Super Market Inc			441.77

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User ID: LLQ

Vendor Name	Invoice Number	Description	Amount
Kristi Bose	6/5/19	Reimbursement- NETA 2019	119.00
Total Kristi Bose			119.00
Lakeshore Learning Materials	2312170519	Elementary Teaching Supplies	726.58
Total Lakeshore Learning Materials			726.58
Leighton Schmidt	Reimbursement 6/4/19	Reimbursement- Cell Phone & Mileage	175.48
Total Leighton Schmidt			175.48
Linden, Jeff	6/5/49	Reimbursement- Cell Phone	121.45
Total Linden, Jeff			121.45
LIPS Printing Service	82603	General Supplies	406.41
Total LIPS Printing Service			406.41
MCI	08683284723 1	Long Distance Service	281.44
Total MCI			281.44
McInturf, Phillip	Mileage	Mileage	117.00
Total McInturf, Phillip			117.00
Menards	80582	Custodial Supplies	58.75
Menards	80999	Custodial Supplies	616.05
Menards	81555	Custodial Supplies	57.56
Menards	81678	Custodial Supplies	25.16
Menards	81773	Custodial Supplies	122.91
Menards	81776	Custodial Supplies	196.19
Total Menards			1,076.62
Midamerican Research Chemical	0665593	Custodial Supplies	3,540.36
Midamerican Research Chemical	0666367	Custodial Supplies	367.85
Total Midamerican Research Chemical			3,908.21
Moving Minds	9591807	Elementary Teaching Supplies	279.63
Total Moving Minds			279.63
Nasco	383254	SPED Teaching Supplies	22.95
Total Nasco			22.95
NCS Pearson	4986314	SPED Teaching Supplies	51.00
NCS Pearson	5125725	SPED Teaching Supplies	11.25
Total NCS Pearson			62.25
Notary Public Underwriters of Nebraska	Renewal	Notary Renewal- P Wessels	96.00
Total Notary Public Underwriters of Nebraska			96.00
One Call Concepts, Inc.	9050667	Line Locate	22.31
Total One Call Concepts, Inc.			22.31
One Source	4321-20190531	Background Check	15.00
Total One Source			15.00

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User ID: LLQ

Vendor Name	Invoice Number	Description	Amount
Oriental Trading Company, Inc	695909717-02	Elementary Teaching Supplies	34.91
Total Oriental Trading Company, Inc			34.91
Otus	0000205	Subscription Fee/Training/Setup	4,715.00
Total Otus			4,715.00
Oxford Standard	16903 5/31	Legal Notice	83.52
Total Oxford Standard			83.52
Oxford Utilities	7704 5/31	Trash Disposal	660.20
Oxford Utilities	7914 5/20	Electricity- Bus Barn	40.07
Total Oxford Utilities			700.27
Paulsen Inc	139083	Grounds Upkeep	287.00
Total Paulsen Inc			287.00
Percussion Source	SI1752339	Teaching Supplies	1,399.00
Total Percussion Source			1,399.00
Perma-Bound	182485-01	HS Teaching Supplies	103.93
Total Perma-Bound			103.93
Phelps County Rehabilitation Services	604	SPED Services- PT Birth-2	252.45
Total Phelps County Rehabilitation Services			252.45
Prairie Petals Floral	6th Grade Promotion	6th Grade Promotion	96.30
Total Prairie Petals Floral			96.30
Quill Corporation	7475259	General Supplies	315.02
Quill Corporation	7481236	General Supplies	17.29
Total Quill Corporation			332.31
Really Good Stuff, Inc.	6874575	Elementary Teaching Supplies	76.93
Total Really Good Stuff, Inc.			76.93
Reliable Pest Control	27879	Pest Control	125.00
Total Reliable Pest Control			125.00
Ryan Hunt	6/4/19	Mileage	70.00
Total Ryan Hunt			70.00
S & W Auto Parts	111-573334	Bus Maintenance	4.99
S & W Auto Parts	112-308820	Bus Maintenance	28.90
S & W Auto Parts	371-706450	Bus Maintenance	12.98
S & W Auto Parts	371-706820	Bus Maintenance	66.67
S & W Auto Parts	371-707005	Bus Maintenance	81.48
S & W Auto Parts	371-707021	Bus Maintenance	8.76
S & W Auto Parts	371-707030	Bus Maintenance	3.39
S & W Auto Parts	371-707171	Bus Maintenance	35.49
Total S & W Auto Parts			242.66
S&S Worldwide	INV100138219	Elementary Teaching Supplies	36.25
Total S&S Worldwide			36.25

Vendor Name	Invoice Number	Description	Amount
School Health Corporation	3593365-00	Elementary Teaching Supplies	272.08
Total School Health Corporation			272.08
School Specialty Inc	208122724402	Elementary Teaching Supplies	56.00
School Specialty Inc	208122735496	General Supplies	111.00
School Specialty Inc	208122740756	Elementary Teaching Supplies	176.10
School Specialty Inc	208122741179	HS Teaching Supplies	123.07
School Specialty Inc	208122750117	HS Teaching Supplies	166.46
School Specialty Inc	208122875237	Custodial Supplies	154.26
School Specialty Inc	308103281666	HS Teaching Supplies	45.04
School Specialty Inc	308103287446	Elementary Teaching Supplies	120.16
School Specialty Inc	308103294147	SPED Teaching Supplies	145.59
Total School Specialty Inc			1,097.68
Sherwin-Williams Co	1255-7	Custodial Supplies	231.78
Total Sherwin-Williams Co			231.78
Sinclair Oil Corporation	7375058 6/22/19	Bus Gas	1,432.47
Total Sinclair Oil Corporation			1,432.47
Softchoice Corporation	5104226	Software Renewal	2,496.00
Total Softchoice Corporation			2,496.00
Southwest Ne Physical Therapy	02750	SPED Services- PT Secondary	280.00
Total Southwest Ne Physical Therapy			280.00
Stamford Service LLC	5/31/19	Bus Gas	491.13
Total Stamford Service LLC			491.13
TEACHER DIRECT	INV/019/14864	Elementary Teaching Supplies	34.48
TEACHER DIRECT	INV/2019/14918	Elementary Teaching Supplies	159.22
TEACHER DIRECT	INV/2019/14932	Elementary Teaching Supplies	109.84
TEACHER DIRECT	INV/2019/14937	Elementary Teaching Supplies	109.52
TEACHER DIRECT	INV/2019/14999	51.68	51.68
TEACHER DIRECT	INV/2019/15139	Elementary Teaching Supplies	286.54
Total TEACHER DIRECT			751.28
Tripe Motor Company	47825	Bus Maintenance	493.50
Tripe Motor Company	47841	Bus Maintenance	217.51
Total Tripe Motor Company			711.01
Twin Valleys Public Power	6/4/19	Electricity	11,854.51
Total Twin Valleys Public Power			11,854.51
TwoPturf, LLC	1965	Grounds Upkeep	2,216.25
Total TwoPturf, LLC			2,216.25
University of Nebraska- Kearney	44363450	Russell Norton Classes	3,032.50
Total University of Nebraska- Kearney			3,032.50
Verizon Wireless	9830217124	Verizon	40.01
Total Verizon Wireless			40.01

Vendor Name	Invoice Number	Description	Amount
Village of Stamford	0-1-5 5/14/19	Water	353.00
Total Village of Stamford			353.00
VVS Inc	360030629	General Supplies	108.65
Total VVS Inc			108.65
Wex Bank	0464-00-65639-8	Bus Gas	384.12
Total Wex Bank			384.12
Woodward's Disposal Service, Inc.	NO8861-2514	Shredding Service	35.00
Total Woodward's Disposal Service, Inc.			35.00
Fund Number 01			130,386.63
Checking Account ID 1			130,386.63

SOUTHERN VALLEY SCHOOL Financial Report- June 2019 Meeting								
ACCOUNT NAME	CASH BALANCE	BEGIN. CD BAL.	DEPOSIT	INTEREST	TRANSFER	EXPENSE	Current Balances	2018 Balances
<i>Bond Fund Checking</i>	\$ 150,287.01		\$ 114,206.24	\$ 129.67			\$ 264,622.92	\$ 296,809.62
<i>Bond LAF</i>	\$ 179,955.44			\$ 315.84			\$ 180,271.28	\$ 176,964.78
Bond Total							\$ 444,894.20	\$ 473,774.40
<i>Depreciation Checking</i>	\$ 87,338.47			\$ 50.72		\$ 9,555.94	\$ 77,833.25	\$ 66,562.91
<i>General Special</i>		\$ 196,652.73		\$ 158.67	\$0.00	\$ -	\$196,811.40	\$ 195,040.44
<i>General Checking</i>	\$ 2,100,791.24		\$ 1,698,499.81	\$ 3,214.87	\$0.00	\$ 480,711.27	\$ 3,321,794.65	\$ 2,690,996.04
General Total							\$3,518,606.05	\$ 2,886,036.48
<i>General Clearing Checking</i>	\$ 59,407.45		\$ 60,919.13	\$ 23.49		\$ 59,784.14	\$ 60,565.93	\$ 114,210.48
<i>Sinking/BLDG Fund Checking</i>	\$ 634,148.37		\$ 73,101.54	\$ 350.97		\$ 18,077.80	\$ 689,523.08	\$ 599,448.83
<i>QCPUF</i>	\$ 154,029.48		\$ 43,842.62	\$ 127.50			\$ 197,999.60	\$ 66,313.83
							\$ 4,791,422.51	\$ 4,140,033.10

[illegible]

Board Meeting - June

With the school year officially over, I just wanted to mention some of the academic success we had with our NWEA MAP Testing this year. A list of individual students that set the new top score in each subject. In Kindergarten, Gavin set the new top Math Score with a 197 and Josslyn set the Reading Score with a 193. Kyler set the 1st Grade record in Math with a 212. Third Grade Science was set by Ryder with a 221. Abram set the 4th Grade Science Score with a 228. Isaac set the Language (246), Reading (245), and Science (245) in the 5th Grade. In 6th Grade, Brooklyn set the Language (241), Reading (242), and Science (233) Scores. Overall 70% of our students scored "At or Above Norm Grade Level Mean RIT".

RayAnn Roskop will be moving to 1st Grade for the 2019-20 School Year. 2nd and 3rd will be single classrooms. No other changes with staff.

7-12 Principal's Report
June 2019 Board Meeting
Mr. Jeff Linden

This past year has been great and I appreciate the opportunity to be the Secondary Principal at Southern Valley.

Coming up in July, I will be presenting a proposal to add an Honor's Program at Southern Valley High School for the 2019-2020 school year. The main reason is to honor students who go above and beyond required course work during their academic careers at Southern Valley.

Some Highlights are:

- 1) Why Create an Honors Program?
- 2). What courses are considered in an Honors Program?
- 3). How do Dual-Enrollment courses fit into an Honors Program?
- 4) How do you measure students in the Honors Program?

All this and more will be discussed in the July Board meeting.

June AD Report

1. 2019-20 Schedule Release
 - a. Link:
https://drive.google.com/open?id=1d32PaP57NePX-fDwi3OhUD1ouOimSRk_
 - b. Subject to Change
2. 2019-20 Activities Sponsors & Coaches
 - a. Link:
<https://drive.google.com/open?id=1zoxV3mLdYUKbPrG2tZ2my99Fs1iuRvOrosUjdgtKzE8>
3. Summer Activities Update
 - a. Link to schedule:
https://drive.google.com/open?id=1ZiFUWs8xwQO2t_wpbShRaUG1u3WbdmrcYDF2MdwppoM
 - b. Open Gyms
 - c. Softball Field
 - i. Update
 - ii. Grants/Fundraising

Superintendent Report
Board Meeting
June 2019

1. Good End of the year
2. All classified staff evaluations were completed
3. International Bus Plant
4. Public Daycare Meeting
5. PLC Conference in Minnesota

Southern Valley Schools 2019-2020

Aug 12- Teacher Workday/Inservice

Aug 13- Teacher Workday/Inservice

Aug 14- Teacher Workday/Inservice

Aug 15- First Day of School
(Friday Dismissal Schedule)

AUGUST '19						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2- Labor Day
(No School)

Sept 18- PT Conf (2:30-7:30)
(12:30 Dismissal)

Oct 7- In-Service at ESU 11
(No School)

Oct 17- End of 1st Quarter (43)

Oct 18- Fall Break

Oct 21- Start of 2nd Quarter

OCTOBER '19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '19

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 8 – Teacher In-service

Nov 27- 12:30 Dismissal

Nov 28-29- Thanksgiving Break
(No School)

Dec 13- SV WR Invite
(No School)

Dec 20- End of 2nd Quarter (46)
(Friday Dismissal)

Dec 22-26- NSAA Moratorium
First Semester- 89 Total Days

DECEMBER '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 6- Teacher Workday/Inservice
(No School)

Jan 7- School Resumes

Feb 13- PT Conf (2:30-7:30)
(12:30 Dismissal)

Feb 14- Spring Break

Feb 21- Spring Break
(No School)

FEBRUARY '20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 6- Spring Break
(No School)

Mar 12- End of 3rd Quarter (45)

Mar 13- Spring Break
(No School)

Mar 16- Start of 4th Quarter

April 10- Easter Break
(No School)

April 13- Easter Break
(No School)

April 23 – District Music at SV
No School for Students

APRIL '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 9- Graduation 1:00

May 11- SV JH Invite
(12:30 Dismissal)

May 19- Last Day of School

May 19- End of 4th Quarter (43)

May 20- Teacher Workday

Second Semester- 88 Total Days

#SVNATION

2019 - 2020

SOUTHERN VALLEY SCHOOL
School District #540

Student Handbook

***The back cover of this handbook
shall be signed by the student,
parent or guardian
and returned to school on
August 23, 2019.***

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SECTION 1

General Information for K-12 students

SOUTHERN VALLEY PUBLIC SCHOOLS

INTRODUCTION

It is with great excitement I welcome all of you to the start of the 2019-20 school year at Southern Valley. I am very honored and blessed to have the opportunity to lead our district into the future. My main focus in year one is to build relationships with everyone in our school district. In order for a school or business to operate at its best, it's very important I create relationships inside our school building with students and staff and outside our building with our communities. I would like to invite anyone who has any questions or concerns to contact me at any time. I would love the opportunity to sit and visit with you about the opportunities Southern Valley provides.

Please familiarize yourself with this handbook. Many times conflicts between students, teachers, and/or administration are the result of one or more parties not knowing or understanding policies and procedures. If you should have any questions about the information in this handbook, please feel free to contact the appropriate principal or myself.

Good Luck!

Bryce Jorgenson, Superintendent

Parents and Students of Southern Valley Schools:

This handbook is a guide for you. Read it carefully. It will aid you in becoming acquainted with your school. The teachers are here not only to teach, but also assist you in making your school career educational and memorable.

You should plan your school career carefully and follow your plan. This may require considerable thought and willpower. However, your high school career is crucial. Now is the time to develop and establish the wholesome attitudes and desirable values you deem necessary for success during your adult life.

Make your family, friends, more importantly, yourself proud. Today you are an important part of your class and your community; some day you will also become an important part of a business or a profession. Do not fail those who are counting on you.

Southern Valley School is your school. It will only be as good as you the student body wants it to be. Your faculty desires to assist you in achieving the goal that you set for your school.

**Jeff Linden
Jr/Sr High Principal**

**Mark Grove
Elementary Principal**

Board of Education

Robert Bergquist – President

Ryan Hunt – Vice President

Todd Brown - Secretary

David Witte - Treasurer

Steve Hunt - Member

Stacey Shafer - Member

Administration

Bryce Jorgenson – Superintendent

Jeff Linden – 7-12 Principal

Mark Grove – PK-6 Principal

Brandon Marquez -- Athletic Director

Classified Staff

Lindin Quinn – Secretary/Bookkeeper

Pam Wessels – Jr/Sr High Secretary/AD Secretary

Margaret McInturf – Elementary Secretary

Sharon Lanham – Jr/Sr High Secretary/Lunch Coordinator

Samantha Ehrke– Library Aide

Linda Culver -- Paraeducator

Tina Hutchens -- Paraeducator

Georgia Mroczek -- Paraeducator

April Reaves -- Paraeducator

Deanna Ruskamp – Paraeducator

Amy Russell -- Paraeducator

Joyce Schoenfelder – Paraeducator

Christine Skinner – Paraeducator

Nancy Tarkington – Paraeducator

Jr. Sr. High School Staff

Bryce Jorgenson – Superintendent
Jeff Linden - - - Principal 7-12
Brandon Marquez - - - Athletic Director
Justin Adams - - - Social Studies
Joey Bose - - - Math
Kristi Bose - - - English & Drama
Tina Brown - - - Special Education
Linda Dannehl - - - FCS
Jeremy Epp - - - Social Studies
Jared Fausch - - - Computer Coordinator/LAN Manager
Chad Hamilton - - - Math
Stephanie Holste - - - Special Education
Jason Huerta - - - Spanish
Melinda Hunt - - - 7-12 Counselor
Rebecca Jorgenson - - - Art
Anita Krejdl - - - Mathematics
Emily McDonald - - - School Psychologist
Richard McDonald - - - Science
Meredith McQuay - - - English & Journalism
Kaitlin Nathan - - - Speech & English
Zach Nathan - - - Instrumental
Russell Norton - - - Physical Education/Weight Training
Brad Reaves - - - Industrial Arts
Thomas Schoenfelder - - - Media
Jeff Spaulding - - - Industrial Arts & Technology
Tabitha Stalder - - - Vocal
Jessie Thalheim - Science
Christen Williams - - - Agriculture & Science
Joe York - - - Business Education

Elementary Staff

Bryce Jorgenson - - - Superintendent
Mark Grove - - - Principal
Danielle Schultz - - - Pre School
Betsy Hoxmeier - - - Kindergarten
Morgan Huxoll - - - Kindergarten
Maria Ehrke - - - First Grade
RayAnn Roskop - - - First Grade
Kelsey Fincher - - - Second Grade
Angie Culver - - - Third Grade
Molly Wendland - - - Fourth Grade
Ali McCord - - - Fourth Grade
Gina Ellis - - - Fifth Grade
Karson Langley - - - Fifth Grade
Tylor Fincher - - - Sixth Grade
Jennifer Wasenius - - - Sixth Grade
Kathy McQuiston - - - Title I
Renae Brooks - - - Title I
Hennessey Lans - - - Special Education
Kim McQuiston - - - Special Education
Tricia Weatherwax - - - Guidance
Emily McDonald - - - School Psychologist
Amanda Lans - - - Speech – ESU #11
Thomas Schoenfelder - - - Librarian
Tabitha Stalder - - - Vocal Music
Zach Nathan - - - Instrumental Music
Patty Hansen - - - Art
Dexter Becker - - - P.E.

Staff is provided, by Educational Service Unit #11, for special needs

Classified Staff

Denise Wiedel - Food Service Manager

Janet Schmidt – Assistant Cook

Navella Leiding – Assistant Cook

Bonnie Wright – Assistant Cook

April Batt -- Assistant Cook

Greg Huerta - Maintenance Supervisor

Kevin Harper – Custodian

Becky Robinson – Custodian

JayDee Wolzen - Custodian

Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director

George Davis – Bus Driver

Todd Brown – Bus Driver

Chris Joppa -- Bus Driver

John MacDonald – Bus Driver

Phil McInturf – Bus Driver

Bill Norman – Bus Driver

Dennis Tegtman – Bus Driver

Don Vacha – Bus Driver

Ryan Hunt – Activity Driver

Stanley Johnson -- Activity Driver

Joe Kresser – Activity Driver

Mike Taylor – Activity Driver

SCHOOL CALENDAR 2019-2020

August 12, 13, & 14	Teacher Workdays
August 15	First day for Students - Dismiss at 2:30
September 2	Labor Day -- No School
September 18	Parent Teacher Conferences (2:30-7:30 p.m.) Dismiss at 12:30
October 7	Teacher In-Service -- No School
October 17	End of First Quarter
October 18	Fall Break -- No School
November 8	Teacher In-Service -- No School
November 27	12:30 PM Dismissal
November 28-29	Thanksgiving Vacation
December 13	Wrestling Invite -- No School
December 20	End of First Semester (Friday Dismissal)
December 22 – 26	NSAA Moratorium
January 6	Teacher Workday -- No School
January 7	School Resumes
February 13	Parent Teacher Conferences (2:30-7:30 p.m.) Dismiss at 12:30
February 14	Spring Break -- No School
February 21	Spring Break -- No School
March 6	Spring Break -- No School
March 12	End of 3rd Quarter
March 13	Spring Break -- No School
April 10	Easter Break -- No School
April 13	Easter Break -- No School
April 23	District Music/In-Service -- No School
May 9	Senior Graduation – 1:00 PM
May 11	SV JH Track Invite -- 12:30 Dismissal
May 19	End of Second Semester -- Last day of school
May 20	Teacher Workday

INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Southern Valley Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

SOUTHERN VALLEY PUBLIC SCHOOL’S MISSION STATEMENT

The mission of the Southern Valley School District is to create a positive atmosphere in which all students, through a well-rounded curriculum based on high educational standards, are provided an opportunity for continuing success.

FEDERAL REQUIREMENTS

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~~ **conducted** or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1)Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202)690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

DRUG AND ALCOHOL USE AND PREVENTION POLICY #5104

Drug-Free Schools

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug -free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on

school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING SOUTHERN VALLEY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

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

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

school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

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

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product to include any vaping device and products or lookalikes.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.

3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

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

Administration

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

DATING VIOLENCE - POLICY #5027

Southern Valley Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

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

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

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

REMINDER
NO WEAPONS ARE ALLOWED AT SOUTHERN VALLEY PUBLIC
SCHOOLS—
REGARDLESS OF THE CONCEALED HANDGUN LAW

Southern Valley Public Schools

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are **not** permitted to be brought to or possessed in our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

We have copied below a section of the law:

Laws 2009, LB 63, Section 13 (1)(2)

Sec. 13. Section 28-1204.04

- (1) Any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds.
Unlawful possession of a firearm on school grounds is a Class IV felony
- (2) Any firearm possessed in violation of subsection (1) of this section in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practicable.

STUDENT DISCIPLINE/WEAPON POLICY #5101

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. *Short-Term Suspension:* Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes
 - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. *Long-Term Suspension:* A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school

days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. *Expulsion:*

- a. *Meaning of Expulsion.* Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. *Suspensions Pending Hearing.* When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. *Summer Review.* Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. *Alternative Education:* Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. *Suspension of Enforcement of an Expulsion:* Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion

takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

- f. *Students Subject to Juvenile or Court Probation.* Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- 4. *Other Forms of Student Discipline:* Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are 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 the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. *Student Conduct Expectations.* Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. *Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.* The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned,

leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, including e-cigarettes, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.
 - 1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

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

2. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

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

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

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages

- in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
 - (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be

disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

- b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, ~~lap-top~~ laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as authorized by classroom teachers. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunchtime, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
 - (1) Students shall not use electronic devices at any time or place for:
 - (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

- (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
- (3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.
 - e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes

kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
11. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the

proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

Part-Time Enrollment Policy #5004

Full Time Enrollment

Students must be enrolled in Southern Valley Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an inter-local agreement or other arrangement approved by the School Board; and
6. nonpublic school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a nonpublic school student is the student's private,

- denominational, parochial or home school.
- (2) Enrollment of a nonpublic school student in Southern Valley Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the nonpublic school student. It is not to supplant programming of the student's primary school.
- (3) Nonpublic school students are not to be given priority over full-time students.
- (4) Nonpublic school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that

enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day. A student who is attending an exempt school and who is enrolled on a part-time basis in the District's middle school or high school will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities.
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for nonpublic school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Essential versus Non-Essential Elective Courses. Nonpublic school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For nonpublic school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For nonpublic school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A nonpublic school student

will not be precluded by this provision from enrolling in nonessential elective courses.

D. NonPublic School Student Policies

1. General Standard. Nonpublic school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Source: Laws 2006, LB 821; Neb. Rev. Stat. Section 79-526;
Title 92, Nebraska Administrative Code, Chapter 10

Medication Administration Policy

See, Policy 691

Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

See, Policy 5601 & 6920

Significant Exposure Report form for Infectious Diseases Policy 6900

NO CHILD LEFT BEHIND (NCLB) FEDERAL MANDATES

TITLE I PARENTAL INVOLVEMENT POLICY #5057 & 6410

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parent's participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

HOMELESS STUDENTS POLICY #5014

A. General Policy

The school district will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

B. Homeless Liaison

The district's homeless liaison is the Superintendent. Students in homeless situations who require assistance should contact the liaison at 308-868-2222 or in person at 43739 Highway 89, Oxford, NE 68967.

C. Definitions

- a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and include
 - 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement; and
 - 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - 4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
- d. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

- e. “School of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

4. Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district’s homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

5. Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

- a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.
- b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

6. Dispute Process. If a dispute arises over school selection or enrollment in a school:

- a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
- b. The child, youth, parent, or guardian shall be referred to the district’s homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
- c. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

7. Appeal Process

- a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

- b. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

STUDENT PRIVACY PROTECTION POLICY #5015

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB).

A. Surveys

Surveys Created by a Third Party

This section applies to every survey that is created by a person or entity other than a district staff member or student; regardless of whether the student answering the questions can be identified; and regardless of the subject matter of the questions.

Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

Surveys Requesting Particular Sensitive Information

Sensitive information shall include:

- Political affiliations or beliefs of the student or the student's parent(s);
 - Mental or psychological problems of the student or the student's family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parent(s);
- or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

Survey Inspection Requests

School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

The principal shall respond to survey inspection requests without delay.

B. Invasive Physical Examinations

The term “invasive physical examination” means:

- any medical examination that involves the exposure of private body parts; or
- any act during such examination that includes incision, insertion, or injection into the body; and
- does not include a hearing, vision, or scoliosis screening.

Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

This policy does not apply to any physical examination or screening that:

- is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- is otherwise authorized by Board policy.

C. Collection of Personal Information from Students for Marketing

The term “personal information” means individually identifiable information including:

- student’s and parent(s)’ first and last name;
- home or other physical address;
- telephone number; and/or
- social security number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:

- post-secondary education recruitment;
- military recruitment;
- tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- student recognition programs.

D. Inspection of Instructional Material

Definition

The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and

materials in electronic or digital formats (such as materials accessible through the Internet).

The term does not include academic tests or academic assessments.

Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

Curriculum inspection requests must be made to the building principal in writing.

Building principals shall respond to inspection requests within a reasonable amount of time.

E. Notification of Rights and Procedures

The superintendent shall notify parents of:

- this policy and its availability upon request from the office of the district;
- how to opt their child out of participation in activities as provided for in this policy;
- the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
- how to request access to any survey or other material described in this policy.

This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

ANTI-BULLYING POLICY

To protect the rights of all students, teachers and groups for a safe and secure learning environment, the school board prohibits acts of bullying, harassment, and other forms of aggression and violence. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" is any ongoing pattern of conduct that meets all of the following criteria:

- ❖ Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- ❖ Is directed at one or more individuals;
- ❖ Is conveyed through physical, verbal, technological or emotional means;
- ❖ Substantially interferes with educational opportunities, benefits, or programs of one or more individuals;
- ❖ Adversely affects the ability of a individual to participate in or benefit from the school's educational programs or activities by placing the individual in reasonable fear of physical harm or by causing emotional distress.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school, or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by the policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the

student's history of problem behaviors and performance. Consequences could include suspension and parent/teacher conference. Repeated offenses could lead to expulsion. Remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.*

NOTICE CONCERNING STAFF QUALIFICATIONS #4001

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of Southern Valley Schools. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

All personnel applying for employment shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

Reference 79-501

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his

or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

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

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Designation of Law Enforcement Unit:

The District designates the [Name] Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

PARENTAL INVOLVEMENT IN EDUCATION PRACTISES #6400

Southern Valley School District #33-0540, Southern Valley Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79 -2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

TECHNOLOGY SYSTEMS USE POLICY

Southern Valley Schools adopts and shall enforce a policy of making technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this Policy.

Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail or electronic communication, and the Internet. The implementation of this Policy shall include technology protection measures with respect to computers and Internet access, consistent with District standards, the Children's Internet Protection Act and other applicable law. The Superintendent and the Superintendent's designees are authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific District standards to implement this Policy.

"E-Mail"/Internet Access

The District offers certain staff and students of the Southern Valley Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Southern Valley Schools must sign a "Student Agreement", and their parents must sign a "Parent's Agreement", and return to the administrative office of the school district. Student access to e-mail will be provided only relevant to educational endeavors and through a staff member's e-mail address.

Access to ~~e-mail~~ e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Southern Valley Schools support and respect each family's right to decide whether or not to apply for access.

A. E-Mail and Internet Rules:

1. General Rules

(a) The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.

(b) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

(c) Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private.

(d) Users should not expect, and the District does not warrant, that files stored on district servers will always be private.

(e) The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

(a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.

(b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).

(c) Users shall not use or try to discover another user's password.

(d) Users shall not use Southern Valley Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(f) Users shall not copy, change, or transfer any software or documentation provided by the Southern Valley School District, teachers, or other students without permission from the network administrators.

(g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectional information, language, or images.

(i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(j) Users shall not engage in "hacking"--altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.

(k) Users shall not engage in harassment or nuisance actions-- bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.

(l) Users shall not access resources not specifically granted to the user-- whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

The Internet will be supplied for on an "as is, as available" basis. The District does not imply or expressly warrant that any information users access will be valuable or fit for a particular purpose or

that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet. The District reserves the right to refuse posting of files, and to remove files. The District further reserves the right to inspect a user's computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

3. Etiquette for Use of the Internet

All users of Southern Valley Schools computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and Communication, the Internet and other ~~on-line~~ online services. These rules of behavior include (but are not limited to) the following:

- (a) Be polite. Do not become abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- (c) Do not reveal your personal address or phone numbers, or that of other colleagues.
- (d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.
- (e) All communications and information accessible via the network should be assumed to be private property.
- (f) Do not place unlawful information on any network system.
- (g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (h) Include your signature at the bottom of ~~e-mail~~ e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- (i) Other rules established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of ~~administering~~ administering the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of Southern Valley Schools concerning the use of computers

and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, nonrenewal or cancellation of the contract of an administrator, teacher or other school employee.

B. Staff, Student and Parent Agreement.

The Administrators, Faculty and Staff Agreement, Student's Agreement and Parent's Agreement, in the forms attached hereto as Appendix "1", Appendix "2", and Appendix "3", respectively, are incorporated herein by this reference.

Legal Reference: Children's Internet Protection Act (Pub. L. 106-554)

VISITORS

The Board of Education has had and continues the policy that no adult visitors are allowed in the classroom the last full week of school. The policy further restricts having pre-school age children with you during classroom visitation. We request that other visits are not made during the last 3 weeks, or the first 2 weeks of the school term. These are extremely busy times and will not provide you with a true representation of classroom participation. Organized student programs are not part of this restriction. Students from other schools, friends, cousins, etc. are not allowed to visit during the school day unless approved by the administration.

It is required that all visitors report to the front office upon arrival. If you should plan to eat lunch while visiting school, the cost will be set per meal cost, regardless of age, and the count must be turned in to the office by 9:00 a.m.

Students from other schools are not allowed to visit school during regular hours without permission in advance from the school principal. Visits are not to exceed one day during the school year.

ASSIGNMENT OF STUDENTS AND CLASSES

The district reserves the right to appropriately place the grade in which a student shall be classified.

Transcripts from accredited schools are required for transfer students.

RECORDING OF GRADES ON PERMANENT FILES

Grades are not recorded on permanent files or given to students until obligations that the child may have acquired are met. These obligations can range from checking in school property or paying for the item's replacement, to paying organizations or school bills. Such action is handled in the principal's or superintendent's office.

GRADES

A = 100 – 93

B = 92 - 85

C = 84 - 77

D = 76 - 70

F = Below 70 (Failing)

I = Incomplete

REPORT CARDS AND INTERIM REPORTS

Student classroom performances are evaluated and reported on a nine-week basis. The report cards will be distributed following the completion of each nine-week grading period. Down slips are mailed from the principal's office at the end of the first four and one half weeks of each nine-week grading period. The purpose of the down slip is to inform the student and his/her parents that the student is having difficulty with class work.

An interim report is used by teachers to identify, in writing, radical changes in student progress. Such a report should be viewed by parents as a clear signal of concern.

ACADEMIC RESPONSIBILITY

An important aspect of your school life is academic. Parents and teachers want each student to be successful and derive a satisfying total experience from school. We have designed a curriculum which provides for many individual wants and needs. While parents and faculty members may be concerned about the grades earned by a student, the responsibility for all grades earned rests with the

individual student. Each student should keep himself/herself informed and knowledgeable about his/her academic standing.

SPECIAL NEEDS

The Southern Valley Schools try to provide for individual student differences. Should there be a concern by parents or faculty, communication should be established. After discussion, an evaluation is generally provided. Upon interpretation and discussion, a determination may be agreed upon to assist the student. The program may range from minor adjustments to major program revision. Abilities, learning patterns, physical needs, and other areas may be involved in the evaluation and an appropriate range of efforts can then be established to consider with the range of results.

Included in the special needs area are special opportunities such as computer, library, Fine Arts Fair, Math Contest, and Academic Bowl. Some of these areas require work outside of the normal school day, but are designed to allow for the independent efforts of students to be recognized.

Both Special Education and High Ability programs are offered at Southern Valley Schools.

BREAKFAST AND LUNCH PROGRAM

The Board of Education has approved a new “meal charge policy”. Upon the school notifying the student, parent, or guardian that the meal balance is getting low and if the balance becomes a negative \$20, the student will be provided up to five limited “courtesy meals”, such as a cheese sandwich, veggie stick, fruit and milk. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la cart or extra items if they do not have cash in hand or their account has a negative balance.

Also be advised that even though your child may receive free or reduced meals, there is a charge for seconds. That charge is \$1.00 per meal. If the child wants a second milk, the charge is \$.45.

Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law. As advised by the state agency, negative balances should not incur against the food service revolving account.

A complete breakfast program is available for students. Breakfast will be served at the elementary and Jr. Sr. High School. The cost is:

Grades Pre K - 6 = \$2.00 per individual meal or \$40.00 for a 20 meal ticket

Grades 7 - 12 = \$2.10 per individual meal or \$42.00 for a 20 meal ticket

Adults = \$2.20 per individual meal

Visitor = \$2.20 per individual (regardless of age)

A complete hot lunch program is also available for students. The cost is:

Grades Pre K - 6 = \$2.65 per individual meal or \$53.00 for a 20 meal ticket

Grades 7 - 12 = \$2.90 per individual meal or \$58.00 for a 20 meal ticket

Adults = \$3.55 per individual

Visitor = \$3.55 per individual (visitor)

Milk tickets can be purchased at a price of \$25.00 for 50 cartons of milk, \$86.50 for the year, or 50 cents each for students.

After lunch, when the student has finished eating, all materials are to be placed in the proper receptacle.

EMERGENCY INFORMATION SHEETS

Each child is provided a sheet that we request the parents/guardian fill out. The information is needed to provide student assistance should an emergency occur. This sheet also requests phone numbers, including unlisted numbers, so that we can reach you as quickly as possible. In rare cases, when we cannot reach a parent or guardian and an emergency exists, the child will be taken or sent to emergency health service. Costs in such cases shall be the responsibility of the family.

These sheets are kept in a file in the school office and should any changes occur, contact the office so that we may get a new sheet to you or we may pencil in the changes for you.

ILLNESS

Students who become ill at school are to report to the central office to obtain a pass and transportation home. Under no circumstances should a student leave school without first reporting to the central office. Parents/guardians will be notified of the illness and the student will be sent home when a safe conveyance can be found. If a parent/guardian can not be reached, the emergency contact will be notified of the illness. Office personnel will make every effort to determine degree of illness prior to contacting the student's parent/guardian. Any illness of over three days duration may require verification from a physician for re-admittance of the student to classes.

HEALTH REGULATIONS #5001

Nebraska law requires that the parents or legal guardian furnish the following documents to the school:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

(2) Evidence of a physical examination by a physician, physician assistant, or an advanced practice registered nurse, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on: (1) written statement by health care provider that immunization would be injurious to the student or a family member or (2) affidavit of a religious reason for non-immunization. Provisional enrollment is allowed based on: (1) written statement of health care provider that immunizations have begun, and immunization is continued as rapidly as medically feasible and (2) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Optometric Association (NOA), <http://www.noaonline.org/>, 201 North 8th Street, Suite 400 P.O. Box 81706, Lincoln, NE 68501--Fax 402-476-6547--Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

Students from Kindergarten through 12th grade, including all transfer students from outside the state of Nebraska and any foreign student are considered immunized if they have received:

3 doses of DTaP, DTP, DT, or Td vaccine, one dose given at or after 4th birthday All 7th graders are required to have 1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

3 doses of Polio vaccine

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month

3 doses of pediatric hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age

2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

ASTHMA PROTOCOL #5601

This is a required policy under NDE Rule 59.

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Cross Reference: Policies on Administration of Medication to Students

COMMUNICABLE AND INFECTIOUS DISEASE CONTROL #5409

Southern Valley Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

In general, a district employee with a communicable condition will be allowed to work only after securing a physician's written statement indicating that the disease is not in a communicable stage. The school reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions

A) The school principal and the Student Assistance Team will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building.

B) The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed by the Student Assistance Team, with the help of parents or guardians and the appropriate medical personnel.

C) The privacy of the student and family must be protected, and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions, and they will be made aware of confidentiality requirements.

D) Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team, the student's physician, parents, and/or their representative, school nurse, or the school's physician.

E) A student might be considered at high risk if the student: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

F) During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. The Student Assistance Team will review long-term cases at least monthly, or more often if necessary.

Employees' Communicable Conditions

A) Any employee who contracts a communicable condition should report the same to the building principal who should, in turn, report to the Superintendent in a confidential manner. The Superintendent shall then consult with the employee and appropriate medical personnel to evaluate the medical and psychological condition of the employee. The Superintendent shall recommend reasonable accommodations so that the employee may continue in employment as long as the student is physically able to do so.

B) The privacy of the employee must be protected, and knowledge that an employee has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

C) Employees who present a high risk of disease transmission will be temporarily excluded from work after consultation with appropriate medical authorities.

STUDENT MEDICATIONS #6910

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
 2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled

containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

- B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. Documentation of Administration of Medication. The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, and the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two (2) years.
- E. Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
- F. Receipt and Disposal of Medications. Medication shall be delivered to school personnel and picked up by the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Administration of Medication by School Personnel.
 - 1. Administration of Medication: Administration of medication includes, but is not limited to:
 - a. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
 - b. Recording medication provision; and
 - c. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired ~~affects~~ **effects**, side effects, interactions, and contraindications associated with the medication.

2. Authorized School Personnel: Administration of medication shall only be done by the following school personnel:
 - a. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as “school nurses.”
 - b. Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by: (i) a recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older), (ii) a caretaker for the student, or (iii) by the school nurse.
 - (1) Determination of Competency by School Nurse: A staff member may be determined to be competent by a school nurse to administer medication where the staff member:
 - (i) passes a competency assessment every 3 years
 - (ii) that demonstrates the staff member can follow the minimal competencies
 - (iii) to the satisfaction of the school nurse (school nurses are the school district’s designated health care professionals).

Training is not required. The school nurse shall, however, provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.

- (2) Competency Certificate: Upon successful completion of the competency assessment, the school nurse shall give the Principal and the medication competent staff member written documentation of successful completion of competency assessment. The documentation may be by letter, certificate, or other written memoranda and shall include: the name of the school staff member who successfully completed the competency assessment; the date the competency assessment was conducted; and, the name, profession, and license number of the school nurse who conducted the competency assessment.
- (3) Maintain Records of Assessments: The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two (2) years.
- (4) Direction and Monitoring: A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication.

Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff member in writing.

- (5) Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

3. Minimum Competencies:

The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:

- (1) Maintaining confidentiality.
- (2) Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient.
- (3) Maintaining hygiene and current accepted standards for infection control.
- (4) Documenting accurately and completely.
- (5) Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time).
- (6) Having the ability to understand and follow instructions.
- (7) Practicing safety in application of procedures for storage, handling and administration of medications.
- (8) Complying with limitations and conditions under which school personnel may provide medications.
- (9) Having an awareness of abuse and neglect reporting requirements.
- (10) Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication or illegible medication label, and those medications that have expired.
- (11) Recognizing that unsafe conditions should be reported to the caretaker, physician or physician's designee for direction and monitoring thereof.
- (12) Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker, physician or physician's designee responsible for providing direction and monitoring.

4. Routes of Medication Administered by School Personnel:

- a. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
 - (1) Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
 - (2) Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
 - (3) Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
 - (4) Installation by drops, ointments, and sprays into the eyes, ears, and nose.
 - b. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
 - (1) In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
 - (2) Directions for additional routes must be for recipient specific procedures and must be in writing.
 - (3) Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
 - (4) Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
 - (5) School personnel administering the medication shall comply with the written directions.
 - c. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
5. Refusal to Administer Medication: School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph “e” below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the following procedure shall be followed:
- a. Notify the nursing supervisor who will notify Superintendent.

- b. Notify attending physician by phone with follow-up in writing:
 - (1) State concern for dosage or particular medication, etc.
 - (2) Make every attempt to work out a suitable solution - Example: Change of time of administration, change of dosage, change of medication;
 - (3) Follow-up in writing.
- c. Meet with parents:
 - (1) State concern for dosage or medication;
 - (2) Offer alternatives - Example: Change of time so as not to be given during school hours.
- d. Consult with Nebraska State Board of Health for current procedures regarding refusal to follow written physician's orders.
- e. Research by health care professional:
 - (1) Collect research articles from professional journals, organizations, etc.;
 - (2) Contact other physicians requesting their professional opinions and ask them to review current research;
 - (3) Contact state licensing boards and school nurse consultant;
 - (4) Consult with district's legal counsel;
 - (5) Assemble all data for review;
 - (6) Present data to review team organized by the Superintendent;
 - (7) Decision rendered and implemented;
 - (8) Parents and physician contacted in writing; and
 - (9) Alter and update policies and procedures as needed.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742; NDE Rule 59

POSSESSION AND USE OF ELECTRONIC DEVICES #5101

The telephones are for school business but can be used by students who obtain permission from either the principal or a secretary if a call needs to be made. When a student is in class, messages will be relayed to them at the end of class, during passing periods, or during lunch hour unless it is deemed an emergency. If it is an emergency the student will be pulled out of class to take the phone call.

Cellular phones will be allowed during the school day in hallways during passing periods, in the commons area during breakfast and lunch, and in classrooms only with teacher permission.

Cellular phone misuse will be handled as followed: 1st Offense -- Principal will keep phone for remainder of the day. 2nd Offense -- Principal will keep phone until a parent or guardian picks it up and student will serve a ½ hour detention. 3rd Offense -- Principal will keep phone until a parent or guardian picks it up. Student will serve a day of in school suspension.

TEXTBOOKS

Textbooks are valuable learning aids for a student. Textbooks are provided for each student by the School District. In return, the School District expects the student to care for the textbooks in a careful manner. The students will be responsible for the condition of all textbooks, and may be fined for any excess damage to them. It is suggested that the students make book covers to help in preserving the condition of the books.

STUDENT LOCKERS

Each student will be assigned a locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

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

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

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

STUDENT VALUABLES

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

BUS OPERATION RULES AND REGULATIONS #5501

Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Those desiring a new regular stop designation shall complete a "Request for Bus Stop Designation" form, available from either school office.

For the purpose of this policy, a "new bus stop designation" shall be defined as a new physical stop location or a change in a student's regular bus stop location (i.e. a stop other than the student's residence, whether new or existing).

Criteria for the addition of a bus stop designation shall be as follows:

1) The stop location must be along a current bus route. *Note:* A person may submit a "Request for Bus Stop Designation" form, even if the requested stop is not currently on an existing bus route. These requests will be taken into consideration prior to the start of each school year, when new bus routes are being developed.

2) The new stop must not cause the bus route time to exceed sixty (60) minutes. Any bus route that exceeds sixty (60) minutes in length will not be allowed additional stop designations.

3) The addition must not cause the bus to exceed its maximum desirable capacity. The maximum desirable capacity for all buses shall be 80% of the maximum capacity stated on the bus. Any bus that exceeds 80% of the maximum capacity stated on the bus will not be allowed additional stop designations.

RULES WHILE RIDING THE BUS

1. The school bus driver is in complete charge of the school bus. As soon as a student enters the bus, they fall under the direction of the driver. Students shall cheerfully and promptly comply with driver's requests.
2. The driver may assign seats to the students.
3. Students shall not converse with the driver when the bus is in motion unless it is absolutely necessary.
4. Outside of ordinary conversation, classroom conduct shall be observed by all students. Smoking, excessive noise, obscene literature, language or gestures, scuffling, fighting, slapping, or littering are prohibited on school buses. Remember that loud talk, laughing, and other forms of misconduct may distract the driver's attention and an accident could result.
5. Students shall not throw waste on the floor and shall assist in keeping the bus safe and sanitary at all times.
6. Nothing shall be thrown out of the bus windows.
7. Students shall keep head and hands inside the bus at all times. No part of their body shall extend through the bus window at any time.
8. Students shall remain in their seats while the bus is in motion.
9. Students shall never tamper with the bus or any of its equipment. Any student who damages any part of the school bus will be removed from bus service. For minor violations of rules a student will be given a pink slip containing information about the violation. This slip must be signed by a parent/guardian before the student will be allowed back on the bus.
10. Students should report damage to the bus driver.
11. Students must be absolutely quiet while the bus is stopped for a railroad crossing.
12. Students shall not use the emergency door unless an emergency exists.
13. Students shall remain in the bus in cases of road emergency unless directed to do otherwise by the driver.
14. Students riding the morning shuttle bus from Beaver City, Orleans or Oxford are to be at the pick-up site by 7:45 and no earlier than 7:35, **as the bus leaves for Southern Valley at 7:50 a.m.**

TRAFFIC VIOLATIONS

Anyone who passes a school bus from either direction while it is stopped and has lights flashing and stop arm extended will be reported to the sheriff of that county.

Anyone that passes a school transportation vehicle in a marked “no passing” zone will be reported to the sheriff of that county.

EXTERNAL SCHOOL FUND DRIVES

Due to the proliferation of using school age children to raise funds for other than school related projects, the school will no longer sponsor or assist in these fund drives. We will post a poster listing who to contact for local sponsored fund drives.

ACTIVITY TICKETS

Student activity tickets for admission to all school sponsored activities (not to include any tournament) may be purchased for \$20.00 for students grades 1 - 6. Adult activity tickets - \$55.00. Family activity tickets - \$105.00.

Golden age passes are available free to anyone 62 and older - just visit us at school.

Gate prices will be \$5.00 for adults and \$4.00 for students

PARENT TEACHER CONFERENCES

The dates for the Parent/Teacher Conferences will be listed in the school calendar.

FIRE DRILL

Fire drills will be conducted regularly as required by the State Fire Marshal. Students are to walk quietly and orderly, evacuating the building via the nearest designated route.

Anyone caught setting off a false alarm may be suspended from school pending a hearing with the school board. Possible legal action may also be taken if deemed necessary.

BUS EVACUATION DRILL

The governing authority of this school will provide, at least twice during each school year to each pupil who is transported in a school bus, instruction in safe riding practice and participation in emergency evacuation drills.

TITLE IX

The Southern Valley School, pursuant to P.L. 92-318, as amended, and all applicable requirements imposed by or pursuant to Part 86, has agreed that it will: *Insure that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

COPY MACHINE

Copy machines are available for teacher use only.

SECTION 2

Jr. Sr. High School Information for 7 - 12 students

**SOUTHERN VALLEY
PUBLIC SCHOOLS**

ACADEMICS

GRADUATION REQUIREMENTS

All students in Grades 9-12 must be registered for at least seven classes each semester. Any deviation from the above must be recommended by the administration. For a student to be able to participate in or receive a Southern Valley High School diploma at commencement exercises, all requirements for graduation need to be finished prior to the official commencement exercise.

Each High School student must complete a total of 280 semester hours of credit for graduation. Within the 280 hours of credit necessary for graduation at least 180 hours must be in the academic areas and 10 credits in physical education. ~~Beginning with the class of 2020 total credits for graduation will be 280 with 10 credits in physical education.~~

The following coursework is required of each high school (9-12) student:

English - 40 credits or 8 semesters

Social Science - 30 credits (American History and American Government are required) or 6 semesters

Mathematics - 30 credits OR 6 semesters (all juniors will be enrolled in a Math class)

Science - 30 credits Physical Science and Biology are required) or 6 semesters. Other Science classes may be substituted on administrative approval when students transfer to Southern Valley Schools from another school. (all juniors will be enrolled in a Science class)

The required coursework, listed above, totals 130 hours. Thus, each student may select the remaining 110 hours of coursework from the elective courses available in the curriculum.

Special Education students must meet the requirements of their I.E.P. (Individualized Educational Plan).

One credit hour per semester will be allowed for office assistant, library assistant, or assistant to an individual teacher.

Community is important at Southern Valley and all graduating students will be required to complete 40 hours of community service from the time of their Freshman year to the end of their Senior year completing 10 hours per year to total 40 hours for all four years. Starting the 2019-2020 school year the 2020 class must complete 10 hours, 2021 class must complete 20 hours, 2022 class must complete 30 hours, and 2023 must complete 40 hours of community service before graduating from Southern Valley Public Schools. All community service hours must be documented and signed by the supervisor of the community service project and turned into the Secondary Principal for validation of service. All community service hours will be logged in the student's log entry of Power School and community service document will be filled in their personal school file.

The stated graduation requirements are the minimum acceptable; most of our students surpass them. Each student shall be required to attend school for eight semesters and complete the prescribed coursework to receive a diploma.

COURSE LOAD-GRADES 9-12

The required course load is 35 semester hours a semester. Each subject carries 5 semester hours unless otherwise stated.

HONORS PROGRAM (ADDITION) - more to come

HIGH SCHOOL EQUIVALENCY DIPLOMA

Any student withdrawing from school and entering the Armed Forces or dropping out of school shall not be granted a Certificate of High School Equivalency by the school system. These requests will be referred to the State Department of Education, and if the student is able to meet all the qualifications, the Certificate of Equivalency will be granted by the State Board of Education.

The Board of Education will accept a student's make up credits for any school year if they are received from a state accredited high school, University of Nebraska Continuing Education, **Odysseyware**, or any other approved institution.

CERTIFICATE OF ATTENDANCE

Those students who are unable to pass the academic requirements of the school may receive a Certificate of Attendance at the end of their fourth or fifth year as recommended by the Administration and approved by the Board of Education.

JUNIOR HIGH REQUIREMENTS

Requirements for promotion of Junior High Students are listed as follows:

3 semesters each of Math, English, Social Studies and Science

Seventh Grade will have one choice of several electives offered per quarter to fill schedule.

Eighth Grade will have one choice of several electives offered per semester to fill schedule

The administration has the authority to make exceptions to the requirements for promotion.

ACADEMIC BANQUET

Southern Valley Public Schools will hold an Academic Banquet at the conclusion of the school year. The banquet will be a catered dinner that is open to all public with the purchase of a ticket. All students being recognized at the banquet will be admitted free along with two guests of their choice. At the banquet there will be a guest speaker. The criteria for being honored at the banquet is that a 7-12 grade student must be on the Honor Roll of Distinction for the first semester and third quarter. Honorees will receive a medal and have their picture taken with the guest speaker, pictures will be framed and given to the honoree.

HONOR ROLL

The honor roll, which is divided into two categories, is designed for those students who distinguish themselves scholastically. Honor roll with distinction - Grade point average of 95.0 or better. Honor roll - Grade point average of 90.0 to 94.9. **A student receiving a grade below an 82% in any class is not eligible for the Honor Roll.**

DROP AND ADDS

A student in Grades 9-12 may drop and add a course during the first week of each semester. Contact the guidance counselor for a drop and add form which requires the permission of your parents, the principal, and teacher(s) involved in the change of schedule. If a student requests to drop a class after the first week of school, the request will be accepted or not accepted at the discretion of the Administration. No credit will be given when a semester's work is not completed.

WEEKLY ELIGIBILITY REQUIREMENTS **can we add some ICU list to this such as 3 or more assignments in one class?**

All students in grades 7-12 will have a weekly eligibility requirement. A student will become ineligible if he/she is failing in **two** or more classes or **have 3 or more missing assignments in one class**. Teachers will turn in a list of students who are failing to the office by 9:00 a.m. on the last school day of the week and inform the student that they were placed on the ineligible list. The list will be finalized no later than 2:00 p.m. When a student becomes ineligible, they will not be permitted to participate in any school-sponsored events or activities for the upcoming week, which runs from Monday to the following Saturday. The eligibility list will not start until the week following the first ten days of each quarter. The activity sponsor will also inform the student that they are ineligible for competition of that week. The student is allowed to practice that week and attend the activities.

PROGRESS REPORTS TO PARENTS

Progress reports will be sent to parents at midterm (4 1/2 weeks) of each quarter.

INCOMPLETE WORK

If a student receives an INCOMPLETE for a class for either a nine-week period or semester, the students will be given three (3) weeks in which to make up the work. In case of illness which is of serious nature and which has caused the student to fall behind, the student may request an extension of time above the three weeks to make up the work. The Principal may waive the three-week period in case of illness.

HOMEWORK

In Jr.-Sr. High, homework is a necessity due to class load and the various activities that students participate in. More work may be required to be done at home for students who have been absent for illness. When an absence is anticipated, the school work should be completed prior to the absence.

SENIOR WORK RELEASE Needs discussion

Seniors may request work release. The request can either be made to the high school counselor or the high school principal. ~~If accepted, the senior can do a work release for no more than 1 period unless otherwise approved by the principal.~~ The student must have a cumulative grade point average of a "C" or 80% and be on target for graduation. If a student is granted work release, the student must fill out a work release contract that is available in the counselor's office. The work release can be eliminated at any time if the student violates the work release agreement.

COLLEGE VISITS Needs discussion

College visits are an important step towards successfully choosing a college that appropriately fits the student. ~~One visit as a junior and two visits as a senior will be allowed.~~ Any approved college visit will be counted as **an excused absence** ~~one of the ten (10) days.~~

CHEATING

All cases of cheating in the classroom will be treated as follows: A report will be filed with the principal and the student will receive a "0". Any repetition of the act may result in loss of credit for the course.

LIBRARY GUIDELINES

Students are encouraged to use the media center often to assist in classroom assignments and the individual pursuit of learning. Media center personnel will be happy to assist students in use of materials and equipment to do research. Students using the media center will respect the rights of other students by working quietly.

All media center materials and equipment must be checked out at the circulation desk before they are taken from the room.

The check out time length will be as follows:

Reference materials, including encyclopedias, may be checked out overnight or for the weekend. Students will need to check out reference materials at the close of the school day and return them before school starts the following morning.

Current magazines may be checked out overnight or used in the media center.

Back issues of magazines and vertical file materials may be checked out for one week.
Books may be checked out for two weeks.

Records, videos, cassettes, and other audio visual items may be checked out for one week.

A fine of \$.05 per day will be charged for overdue media center materials. Students must pay all fines and return all overdue materials at the end of each nine week period before they will be allowed to check out additional materials. This does not exclude students from using materials in the media center.

The cost of lost library materials will be the replacement cost for books and \$5.00 for magazines. Students may lose their media center privileges for the destruction of magazines, books, or other media center materials.

If students cannot locate the information which they need in the Southern Valley Media Center, they are encouraged to ask media center personnel to try to locate the materials through Interlibrary Loan, First Search, or other services which may be available. Security materials through Interlibrary Loan usually requires from ten days to two weeks, so students need to ask for these services with this time requirement in mind.

ATTENDANCE

Section 79-201 of the Nebraska School Laws requires that every child between the ages of seven and sixteen be enrolled in and regularly attending school each day that such school is in session except when excused by school authorities. The Statutes of Nebraska states that it is the responsibility of the parent to see that their children attend school.

The student school day will be from 8:22 a.m. to 3:43 p.m. Monday through Thursday and 8:22 a.m. to 2:37 p.m. on Friday.

ATTENDANCE POLICY FOR 2019-2020 SCHOOL YEAR - Under review for changes

Proposed change- still needs refined

Students may have 10 unexcused absences per class per semester, after 10 absences per class per semester they will lose $\frac{1}{2}$ credit for the Semester.

After 15 absences per class, the student will lose ALL credit for the Semester.

Once the student has more than 10 unexcused absences they will be assigned to a 3-week summer school credit recovery to make up for the credit missed.

Summer school is **NOT** a credit recovery program but will be design for the students to refine their content skills that they missed during their absences from school and is designed to ensure that the student learns the prescribed curriculum from the class or classes they missed due to their unexcused absences.

If a student who fails a class or classes they have lost credit in due absences will not be allowed to recover the credit in summer school but will have to do credit recovery the following school year for the class or classes they failed or retake the class they failed the following school year.

The summer school will be held at Southern Valley and is not an option if you lost credit due to absences.

Students who attend summer school may not miss more than 2 days or they will have to be removed from summer school and no credit received and will be enrolled in the course they need to complete the credit the following school year.

A student or their parent may ask for a meeting in writing and an academic committee will hear their case and determine an appropriate solution.

Any student who misses 10 or more class periods in a given class in a fall semester will need to make up class time to get below 10 absences before the beginning of the spring semester in order to receive semester credit.

Any student who misses 10 or more class periods in a given class in a spring semester will need to make up class time to get below 10 absences before the end of the last teacher day of the school year in order to receive semester credit. Seniors in this instance must have their absences made up by the Friday before graduation.

Any student owing makeup time when the ineligible list is finalized on the last school day of each week will be deemed ineligible and will not be permitted to participate in any school-sponsored events or activities for the upcoming week, which runs from Monday to the following Saturday.

The principal has the authority to evaluate extenuating circumstances to make appropriate accommodations if necessary. An attendance hearing will be held with the student, parent, guidance counselor, and principal to determine whether credit will be forfeited for a class.

A student's parent or guardian may ask the principal, in writing, to waive this attendance policy. The written statement provided by the parent or guardian must include reasons for a waiver. The

written statement will be presented at the attendance hearing. If the principal denies this request, parents or guardians can appeal to the superintendent, and finally to the Board of Education.

Parents are to call the principal's office during the first period (or earlier) the morning a student is absent. If a student is absent and the office does not know where the student is, a phone call will be made home that morning as soon as possible to check on where the student is located. This is done to insure the safety of our students.

EXCUSED ABSENCE

The justifiable absence is one for personal illness, serious injury, death in the family, or family requirements. The absence is excused when a note from the parent is given to the office. The student is then allowed to make up the work missed. If an absence is excusable, work must be made up to receive the credit. Students are given two days to make up time for each day missed. **An excused absence still counts as one of the ten days allowed per semester.**

Exclusion from the Absent Count

1. A student who is hospitalized or under a doctor's orders to stay home because of serious illness will be excluded from the absence count for those days indicated on a doctor's note. A DOCTOR'S APPOINTMENT WILL COUNT AS AN EXCLUDED ABSENCE as will any dentist appointments.
2. Absences related to required attendance at school activities will not be counted in the absence count.

UNEXCUSED ABSENCE-TRUANCY

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201- § 79-210. Truancy is a violation of school rules.

Students will be considered absent and unexcused (truant) if they are absent without the consent or knowledge of a parent (guardian) or if they are absent for a reason that is not excused by the administration. If the absence is unexcused, school work cannot be made up and the student will receive a zero.

Consequences for unexcused absences shall require the student to make up the time missed in detention with the principal. Habitual trancies will result in more serious disciplinary action that could lead to suspension from school.

If the child continues to be or becomes habitually truant, the attendance officer (Principal) shall serve a written notice to the student violating the compulsory attendance statutes, warning him or her to comply with its provisions. If in one week after the time such notice is given, the student violates such provisions, the Principal and/or Superintendent shall file a report with the county attorney of the county in which the person resides.

MAKE-UP SLIP PROCEDURES FOR STUDENT ABSENCES

If an absence is excusable, work must be made up to receive credit. Students are given two days of makeup time for each day missed (twice the time). Regardless of the reason for any absence, a written note by the parent or a parent phone call must be presented to the office. If the parents know that a son/daughter will be absent from a school a specific day, they should notify the school so the student can be given an "advanced make-up slip" and assignments can be given to the student before his/her absence.

TARDY TO SCHOOL OR CLASS

Students will be considered tardy to class if they are not seated in their assigned classroom when the

tardy bell rings. Students that are tardy to any period will be subjected to the six-step tardy process.

-The Six-Step Tardy Process for a student's tardiness per period per semester.

- 1) **1st tardy** - The student will be conferenced by the teacher and the teacher will log the entry on PowerSchool under the student's "Log Entry" section.
- 2) **2nd tardy** - The student will be conferenced by the teacher and will have 48 hours to serve 10-minute detention with the teacher they are tardy for. The teacher will log the entry on PowerSchool under the student's "Log Entry" section.
- 3) **3rd tardy** - The student will be conferenced by the Principal and will have 48 hours to serve 20-minute detention before or after school in the box. The Principal will log the entry on PowerSchool under the student's "Log Entry" section.
- 4) **4th tardy** - The student will be conferenced by the Principal and will have 48 hours to serve 30-minute detention before or after school in the box. The Principal will log the entry on PowerSchool under the student's "Log Entry" section.
- 5) **5th tardy** - The student will be conferenced by the Principal and will serve a one-day In-School Suspension the next school day, will not participate in any school activities for the day of the in-school suspension, and the 5th tardy will turn into a 1-period absence for the student for that period they are tardy for. The Principal will log the entry on PowerSchool under the student's "Log Entry" section.
- 6) **5th+ tardy** - The student will be subjected to suspension for violating school rules/policy and will have that tardy turned into a 1-period absence for the student for that period they are tardy.

Student not making up the detention times throughout the six-step tardy process will be considered insubordinate and may face suspensions immediately.

If a student is more than 20 minutes late to a class period they will be considered absent and not tardy.

Students riding the bus to school may be tardy 1st period due to late arriving buses and will not be considered tardy.

DETENTIONS

Detention shall be used for the following purposes: 1) tardies, 2) too many absences, 3) violation of school rules.

A teacher or an administrator may assign detention. Detentions will be served with the person who assigned the detention or in the school office.

Parents are responsible to transport students from the school after the detention is served if the student misses a bus, etc. Bus riders who need to make arrangements for transportation may do so in the office with permission.

Detentions must be served the week they are assigned.

IN-SCHOOL SUSPENSION/DETENTION RULES (ISS)

1. No Sleeping
2. No laying or sitting on the floor.
3. No electronic devices without administrative approval.

4. You are on camera.
5. One bathroom (drink) break in the morning and one in the afternoon. Ask for permission to take the break.
6. No magazines that are not school assignments.
7. Lunch will be brought to you and your tray will be picked up. No other food is allowed.
8. No putting “hoodies” over your head.
9. Unless it is an emergency you are not to leave this room unless given permission.
10. All normal school rules apply.
11. Breaking of any rules stated above will result in another day of ISS.

LAW VIOLATIONS

Cases of law violations or suspected law violations by students will be reported to the police and to the student’s parents or guardians as soon as possible.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. When a minor has been taken into custody as a victim of suspected child abuse, the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.

DAILY CONDUCT

DRESS CODE FOR SCHOOL

Although it is not the function of the school to dictate fashion, it is the responsibility of the school to maintain an environment that facilitates learning and preparing students for the adult world. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe and **should not disrupt the instructional process**. Your appearance is a reflection on the school; therefore, you should use good taste in your choice of attire. Keep in mind that the school dress code also applies to all activities whether they are home or away.

1. Any outfit must touch at the waist while in a standing and sitting position. Bare midriffs and halter-tops are not acceptable.
2. Oversized apparel, including baggy pants or shorts worn low on the waist or below the waist, overalls with unfastened straps will not be permitted
3. Belts which are extra-long with excess hanging loosely are prohibited. All belts are to be tucked in the belt loops and worn around the waist. (No chain loop belts or wallet chains may be worn).
4. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco, alcohol, or other drugs, racial or ethnic slurs or gang affiliations is not allowed.
5. Shorts must cover a least 8 or more inches, skirts must cover at least 12 or more inches, and any holes in pants must be at fingertip or below in length on the leg.
6. Shoes, sandals, moccasins, or similar type of footwear are required.
7. No caps, hats, or bandanas are to be worn in the building. This is the rule during regular school hours.
8. Clothing usually worn as undergarments may not be worn as outer garments.
9. The wearing of clothing with holes, slashes, or cuts will not be permitted if they depart from cleanliness, neatness, good taste, and decency.
10. Tank tops may be worn, but will need to have straps 1 inch or wider. **No shirt of any kind worn off the bare shoulder.**
11. Any tattoos that are deemed inappropriate by the administration will be covered up.
12. **If the presence of facial or body jewelry poses a distraction, the student shall be required to remove the jewelry while at school.**

Students will be asked to correct inappropriate attire, and the administration may provide clothing that is appropriate for the school environment. Clothing may be confiscated and held until after school. Repeated violations will be treated as insubordination and further discipline procedures will follow at the discretion of the administration. **ALL STAFF MEMBERS HAVE THE DISCRETION TO SEND STUDENTS THEY BELIEVE TO BE IN VIOLATION OF THE DRESS CODE POLICY TO THE OFFICE. ADMINISTRATION WILL HAVE THE FINAL AUTHORITY IN DETERMINING THE APPROPRIATENESS OF ANY STUDENT ATTIRE**

On first offense of the dress code, a student may call home for proper apparel or change with clothes already at school. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day or wear clothing provided by the principal. 2nd Offense of the dress code, the student will serve ½ hour detention and change apparel. 3rd offense of the dress code will result in one day of in school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under paragraph A.4.a (14) of this policy

PDA – PUBLIC DISPLAY OF AFFECTION

PDA will not be permitted. Such conduct includes: holding hands, kissing, or any other types of affection that would be considered inappropriate or an undue distraction to others. If students are caught doing such actions or similar actions that are not appropriate, they will be reported to the administration and discipline may/will occur.

ANNOUNCEMENTS

Announcements are to be given to the secretary exactly as you wish to have them worded. All student announcements are to be approved by a sponsor/teacher and principal before they will be added to the daily announcements.

LEAVING THE SCHOOL GROUNDS

Students are not to leave the school grounds during the regular class schedule. This includes leaving the building to go to the parking lot. If an emergency arises and it becomes necessary for you to leave the grounds, you must obtain a pass from the principal's office and the student's parents will be notified. Any violation of this rule will result in a conference with the student and his/her parents. Subsequent action following the conference will be at the discretion of the Principal.

SIGN IN/SIGN OUT

Any time a student leaves the school grounds they are to sign out in the front office stating what time they left and where they were headed. If they return that same day they are to sign back in stating what time they checked back in. This will allow the office to know where the student is if somebody would be looking for that student. This also applies when students receive permission to go to their vehicle in the parking lot.

LUNCH PERIOD

Southern Valley School will be a closed campus and students will not be allowed to leave the campus area during the lunch period.

HALLS

Students are asked to remain quiet in the halls during passing to and from classes and are not to run or act in a manner which might endanger the welfare of other students.

POP MACHINES

Pop machines will be shut off 30 minutes before and after the school's breakfast and lunch program. This is a Nebraska Department of Nutrition requirement. The pop machines can and will be shut off if students abuse the privilege.

FIELD TRIPS

Field trips and similar activities are considered part of the instructional program of the school. Students are expected to be in attendance and participate as a regular school day. Parent permission forms are required as a means of notification when we take students beyond the district boundaries.

ACTIVITY TRIPS "PARENT PERMISSION"

Students who ride school buses to school sponsored activities MUST return to the school on the bus. The only exception will be when a student rides home with his parents. ~~The sponsor must be~~

~~contacted by the parent before this exception to the rule can be allowed. The coaches of the respective activities will have permission slips available that the parents must sign.~~ The parent must sign the student out on the designated sign-out sheet for the student to ride home with the parent. In special circumstances where the student will have to ride home with someone besides the parent permission must be obtained prior to the event by the parent with the Activities Director. In emergency situations it can be done at the event with the approval of the Administrator on duty.

STUDENT LEADERSHIP ADVISORY COUNCIL

The Student Advisory Council is an organization which is a study in self-government for the students of Southern Valley Jr. Sr. High School. The council is comprised of students in grades 9 through 12. As the name implies, the council's function is advisory in ~~it's~~ its dealings with the administration and the school board. The council members report to and receive input from the student body. The council can be a great benefit for all students.

SCHOOL DANCE AND SOCIAL FUNCTIONS

The school sponsors activities for the benefit of the students. Students are to adhere to the following guidelines:

1. Students are to treat chaperons with respect.
2. Once you enter a dance you may not leave and come back.
3. When the dance is school sponsored, all policies, rules and regulations of the school district will be applicable.
4. Junior High students are not permitted to attend Senior High dances unless otherwise noted.
5. Hours: All dances will end at 12:00 midnight (Possible exception -- Homecoming and Prom)
6. All dances are restricted to Southern Valley High School students and their dates.
7. All rules applying to school activities are applicable to school dances.
8. Each dance or social function sponsored by the school must have an adult sponsor.
9. Out of town and out of school guests must be approved by the Principal. Guests must be 20 years old or younger to be considered.
10. Breathalyzers will be used at the discretion of Administration for admittance to all school dances and social functions.

FUNDRAISING ACTIVITIES

Each class will have the opportunity to participate in fundraising activities. All fund raising activities must receive a prior approval of the sponsor and the principal before they are undertaken.

ACTIVITIES PROGRAM

The activities program of the Southern Valley Schools is an intricate part of the curriculum, open to any student who is eligible and willing to sacrifice the time and give the extra effort required. The Southern Valley philosophy is to perform up to our capability with no excuses should our best fall short on a particular occasion. Please take the time to carefully choose those activities that you will be totally committed to and then join in, work hard, learn, and have fun.

ACTIVITIES ELIGIBILITY REQUIREMENTS

In order to participate in the Southern Valley Schools' activities program, the following rules must be followed:

1. Junior High: Students shall maintain a passing mark average (70%) or above in at least six (6) classes each semester to be eligible to participate in extracurricular activities. Senior High: Students must maintain a passing mark average (70%) or above in at least 20 hours of coursework each semester to be eligible to participate in extracurricular activities.
2. All students in grades 7-12 will have a weekly eligibility requirement. A student will become ineligible if he/she is failing in **two** or more classes. Teachers will turn in a list of students who are failing by 9:00 a.m. on Friday to the principal and inform the student that they were placed on the ineligible list. When a student becomes ineligible, they will not be permitted to participate in any school-sponsored events or activities for the upcoming week, which runs from Monday to the following Saturday. The eligibility list will not start until the week following the first ten days of 1st and 2nd semester. The student is allowed to practice that week and attend the activities, if the activity is a home event and after school hours ~~or away activity and departure time is after school hours.~~ **Ineligible students will not be allowed to go to away activities with the team.**
3. Participants in athletic activities are encouraged to have insurance while participating and must complete a physical each year prior to participation. A medical doctor's signed release is required.
4. All personal equipment (jerseys, warm-ups, etc.) checked out to participants is the sole responsibility of the participant. Items not returned or damaged beyond normal use will result in a replacement charge to the participant.
5. In order for any student to participate in an activity a student must be in attendance ~~for 4~~ **prior to the beginning of 2nd period** of the school day immediately preceding the day of the activity, unless pre-excused. Emergency pre-excuses will be accepted by the principal, via telephone, up until 8:15 a.m. on the day of the absence.
6. Behavior of participants during an activity event is governed by the same rules, regulations, and penalties which govern classroom behavior.

Violation of one or more of the above rules may result in temporary suspension by the sponsor or permanent suspension from the activity by the principal. The same basic due process procedures outlined under Student Rights and Responsibilities will be followed in dealing with a violation.

STUDENT FEE

Students in grades 7 - 12 involved in any extracurricular school activity will be assessed an activity fee of \$20.00. This fee will allow the student admission to all home activities except RPAC tournaments, tournaments sponsored by local clubs, and NSAA sub district and district events. The activity fee will be used to support the activity programs at Southern Valley High School.

STUDENT FEES POLICY

The Board of Education of Southern Valley Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy 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," which provides further specifics of student fees and materials required of students for the 2017-2018 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

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or 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 student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire,

including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the 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 for the ~~2018-2019~~ **2019-20** school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such 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 student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1)

participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

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

CERTIFICATION

Annually the school board shall hold a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing will follow a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the current school year.

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

ACTIVITIES POLICY

By choosing to be a part of the activity program at Southern Valley Jr. Sr. High School, a student agrees to abide by the training rules established by the coaches, sponsors, and administration. These rules and policies have been adopted by the Southern Valley Board of Education. The coaches, sponsors, administration and Board of Education are in agreement that the use or possession of tobacco, alcohol, and controlled substances are not only detrimental to the student but, also to the activity they represent. All school-sponsored extracurricular activities will fall under these guidelines.

The following guidelines are in effect from the NSAA first allowable practice date in the fall to the last scheduled NSAA activity which Southern Valley High School offers in the spring. These rules apply to all students, grades 7-12, who have participated in an activity, who are currently participating in an activity, or who plans to participate in an activity in the future. **If a student is in violation of the first offense, he/she will be placed on probation for the remainder of the school year from the time of confession or conviction, and any further violations in the probationary period will constitute a second offense.** In the event an investigation is warranted, and the student in question does not confess to the infraction and is convicted in a court of law, he/she will automatically be subject to the penalty as a second offense from the time of the conviction. A student is required to serve out his/her penalty before he/she will be allowed to participate in any further competition in any activity program at Southern Valley Schools. A student can practice and attend public performances, but may not participate in the public performance while serving his/her suspension. Suspensions can and will be carried over to the next activity season in which the student chooses to participate in. All school/community service work must be done outside of the regular school day within the Southern Valley School District. Public performances include Junior Varsity and Freshman contests.

The Principal and/or the Activities Director will make an independent investigation into any matters which result in a student being charged with a violation. The following are some situations that may warrant an investigation:

1. ~~Any witnessing of a student using or being in possession of tobacco, vaping device, alcohol, or a controlled substance. Such incidents can be reported by a staff member of the Southern Valley Schools or subsequent witnesses from a variety of different sources.~~

1. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct . . . Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes). This policy will take effect for a student entering the first day of school in 7th grade and last 365 days a year until the last Activity/Athletic event day of the student's senior year.

2. Any information provided by law enforcement officers as to the violation of these policies.
3. Any conviction involving the use, possession, or distribution of controlled substances or alcoholic beverages.
4. Any confession by the student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substances.
5. If the student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances which is indicative of the behavior not representative of a good citizen.
6. Any person under nineteen years of age who attends Southern Valley who possesses, dispenses, delivers, or administers anabolic steroids as defined in section 28-401 in violation of the Uniform Controlled Substances Act

Any further appeal would have to come through the judicial process.

ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS:

1. ~~**FIRST OFFENSE**~~ - Suspension for twenty (20) school calendar days from all school sponsored activities. If the student self reports the violation in writing to the Principal and/or Activities Director within three (3) school calendar days, the penalty is reduced to ten (10) school calendar days. In addition, the student will not be nominated for any post-season honors (including all-star games, lettering, and 3x4 award for Seniors) in the activity or activities that the violation occurred.

2. ~~**SECOND OFFENSE**~~ - Suspension for forty (40) school calendar days from all school sponsored activities. If the student self reports the violation in writing to the Principal and/or Activities Director within three (3) school calendar days and agrees to and successfully completes drug/alcohol counseling along with the student's parent, the penalty is reduced to thirty (30) school calendar days. All financial obligations incurred for the counseling will be the responsibility of the student and/or his/her parents. In addition, the student will not be nominated for any post-season honors (including all-star games and lettering) in the activity or activities that the violation occurred.

3. ~~**THIRD OFFENSE**~~ - A third offense in a probationary period will result in the elimination from all school sponsored activities and events for ninety (90) school calendar days.

1st Offense

- 45 School Day Suspension from all Activities/Athletics from the date of discovery which can be reduced to 40 school days if the student self-reports.
- 4 hours of community service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District

2nd Offense

- 90 School Day Suspension from all Activities/Athletics from the date of discovery which can be reduced to 85 school days if the student self-reports
- Student must get a Drug/Alcohol Evaluation by a certified professional and provide documentation of that to the school. If treatment is recommended it must be started before the student can return to participation

- 12 hours of community service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District

3rd Offense

- 365 day suspension from all Activities/Athletics from the date of discovery
- Student must get a Drug/Alcohol Evaluation by a certified professional and provide documentation of that to the school. If treatment is recommended it must be completed or in the process of completion before the student can return to participation.
- 20 Hours of community service at Southern Valley School District
- 365 Day Suspension from all dances and royalty at Southern Valley School District.

4th Offense

- Lifetime ban of participating in Activities/Athletics at Southern Valley School District
- Lifetime ban from all dances and royalty at Southern Valley School District

****If the suspension is not completed or the offense occurs in the summer the suspension will carry over to the next school year*****

TOBACCO USE VIOLATIONS: Should this be different than the drug alcohol policy?

Tobacco use or possession pertains to all tobacco (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes).

1. **FIRST OFFENSE** - The student will be required to do eight (8) hours of school/community service within the Southern Valley School District outside of the regular school day. He/she will be placed on probation for the remainder of the school year from the time of violating the policy.

2. **SECOND OFFENSE** - The student will be required to do eight (8) hours of school/community service within the Southern Valley School District and miss two (2) public performances. In addition, the student will not be nominated for any post-season honors (including all-star games and lettering) in the activity or activities that the violation occurred.

3. **THIRD OFFENSE** - A third offense in a probationary period will result in the elimination from all school sponsored activities and events for ninety (90) school calendar days.

*In all cases of activity suspension, the student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time.

**MANDATORY DRUG TESTING POLICY FOR STUDENTS
INVOLVED IN EXTRACURRICULAR ACTIVITIES OR THAT HAVE
VOLUNTARILY BEEN PLACED IN THE DRUG TESTING PROGRAM BY THEIR
PARENT/GUARDIAN at SOUTHERN VALLEY SCHOOLS**

Implementation Date: January 4th, 2017

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

DEFINITIONS

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples. The Board will choose a nationally certified DPA for the purpose of determining through random selection the student(s)/participant(s) to be tested.

DPC: The Drug Program Coordinator shall be the building Principal/Activities Director or his/her designee.

MRO: Medical Review Officer

1. Purpose of Random Drug Testing

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

2. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook. An orientation for students and parents will be held at the start of the school year to talk about the policy and procedures.

3. Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Southern Valley Public Schools, which shall include the following but not limited to:

All Southern Valley activities including (homecoming, prom, and graduation).

4. Students Who Are Required to Submit to Drug Testing

a. Grades. All students in grades 7-12 who participate in any extracurricular activity or competition listed above are part of the pool subject to random drug testing.

b. Consent. A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to tryout for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

c. Selection Pool Eligibility. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. A participant may be subject to testing at any time during the said 365-day period. Any student who tests positive during the school year will be tested through the summer months. Summer months are from the first day after the last day of classes in the spring through the last day before the first day of classes in the fall.

d. Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 365 days from the date of withdrawal. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Program Coordinator.

5. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:

a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*

b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;

c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).

6. Testing Procedures

a. Student Selection. All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing. The DPA will identify students on the master by number.

- b. Reasonable Suspicion Testing. In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. Type of Test. The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples, which screen positive, will be confirmed by GC/MS (Gas Chromatography/Mass Spectrometry). Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. Collection Site. The Drug Program Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. Sample Collection. Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.
- g. Collection Procedures. The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- h. Drugs. Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- i. Results. The DPA shall notify the student and the Drug Program Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test

results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Program Coordinator of the positive test result. The Drug Program Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- j. Request for a Retest. A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Program Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
 - k. Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after the selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.
 - l. Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.
7. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (All offenses are cumulative in grades 7-12):

Students lose the opportunity to self-report once they are randomly selected for testing.

First Offense

~~The student may be required to attend practice at the determination of coaches/sponsors and administration.~~

~~The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 21 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.~~

~~The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.~~

~~The student must submit to a district-administered test and test negative before returning to the activity paid for by the student (\$25). The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation paid for by the students (\$25).~~

Second Offense

~~The student may be required to attend practice at the determination of coaches/sponsors and administration.~~

~~The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 42 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.~~

~~The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.~~

~~The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.~~

Third Offense

~~The student will be ineligible to participate in any extracurricular activity for the remainder of the school year.~~

Fourth Offense

~~The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.~~

1st Offense

- 45 School Day Suspension from all Activities/Athletics from the date of discovery which can be reduced to 40 school days if the student self-reports.
- 4 hours of community service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District

2nd Offense

- 90 School Day Suspension from all Activities/Athletics from the date of discovery which can be reduced to 85 school days if the student self-reports
- Student must get a Drug/Alcohol Evaluation by a certified professional and provide documentation of that to the school. If treatment is recommended it must be started before the student can return to participation
- 12 hours of community service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District

3rd Offense

- 365 day suspension from all Activities/Athletics from the date of discovery
- Student must get a Drug/Alcohol Evaluation by a certified professional and provide documentation of that to the school. If treatment is recommended it must be completed or in the process of completion before the student can return to participation.
- 20 Hours of community service at Southern Valley School District
- 365 Day Suspension from all dances and royalty at Southern Valley School District.

4th Offense

- Lifetime ban of participating in Activities/Athletics at Southern Valley School District
- Lifetime ban from all dances and royalty at Southern Valley School District

****If the suspension is not completed or the offense occurs in the summer the suspension will carry over to the next school year*****

Practice for the student in violation will be at the discretion of the Activities Director and the Coach.

8. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

9. Tampering

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Coordinator

determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test. Additionally, the consequence will advance one level in the disciplinary scope and sequence based on the student's current or past violation(s) of the policy. Example, if it were the student's first violation, the consequence would equal a second offense.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 7 of this Policy.

10. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Program Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

11. Appeal.

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

12. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

~~ADOPTED: July 10, 2017~~

Revised June 11, 2019

SPORTSMANSHIP

Good Sportsmanship is the attitude and behavior that exemplifies positive support for the athletic programs of NSAA member schools, as well as for the individuals who participate in such programs. People involved in all facets of high school activities are expected to demonstrate respect for others and display good sportsmanship.

“Unsportsmanlike conduct shall include the following: fighting, verbal abuse and dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.”

As a part of the NSAA Sportsmanship legislation, any high school participant or coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and any other athletic contest at any level during the interim, in addition to other penalties the NSAA or school may assess.

Today’s society is filled with examples of poor behavior and poor sportsmanship. If one watches college or professional sports, it shouldn’t be too surprising why high school coaches, athletes, and spectators sometimes exhibit behaviors that are unsavory or unsportsmanlike. But we don’t have to settle for those kinds of behaviors that society has often taken as natural and expected. Together, we can change that culture of what activities participation should be all about--a learning experience for our student-athletes that is conducted in an atmosphere where self, opponents, coaches, and officials are respected and treated properly. Together, we can make a difference!

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY REQUIREMENTS

1. Student must be a ~~boni fide~~ **bona fide** student of their member school and have not graduated from any high school..
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if 19 years of age before August 1 of current school year--age 21 for non-contact Unified Sports athletes. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the 11th school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. (See May 1 Transfer List bylaw below.)
If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a

- junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
- d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May shall be eligible immediately in the fall at the transfer high school. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2019-2020 school year prior to May 1, 2018; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2018. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to the **May 1, 2019**, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 12, 2019, and ends with the state meets in the fall sports. The winter sports season begins **November 12, 2018**, and ends with the state meets in the winter sports. The spring sports season begins **February 25, 2019**, and ends with the state meets in the spring sports.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

LETTERING REQUIREMENTS

Lettering requirements for each activity will be at the discretion of the head coach.

TRANSPORTATION – ACTIVITIES

All students are required to use school transportation when participating in a school sponsored activity. Students wishing to ride either to or from an event with their parents may do so if a parent contacts the sponsor prior to the event.

POLICY FOR NOT RIDING THE BUS HOME AFTER AN ACTIVITY

A student not riding home on the bus after an activity must have his/her parent personally ~~give the sponsor a signed note stating his/her child will not be riding the bus. Make sure the note is handed to the sponsor by the parent and that the note is signed by the parent. The parent can hand the note to the sponsor anytime (before the bus leaves for the activity, at the activity, or after the activity). Sponsors should keep the notes in a file for liability reasons.~~ sign the student out on the student sign out form. All students will be required to stay until their team has completed competition. NO EXCEPTIONS, unless very special circumstances occur.

INSURANCE

Athletic insurance coverage must be provided or purchased by the student or parent.

The Southern Valley School, in conjunction with the Nebraska School Activities Association, provides catastrophic insurance coverage for student athletes. In no way does this replace the required insurance that student or his/her parents should carry. The Board of Education has purchased this coverage for all students, however, it doesn't replace normal coverage.

NSAA requires a specific form to be completed prior to any participation in practice of all NSAA sponsored activities.

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE
Monday through Thursday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:22	9:12	First Period
9:12	10:00	Second Period
10:00	10:48	Third Period
10:48	11:21	Tutorial
11:21	12:06	Fourth Period
12:06	1:19	Fifth Period
1:19	2:07	Sixth Period
2:07	2:55	Seventh Period
2:55	3:43	Eighth Period

Group 1: Lunch 12:06-12:31	Class 12:34-1:19
Group 2: Class 12:09-12:54	Lunch 12:54-1:19

SOUTHERN VALLEY JR SR HIGH SCHOOL

BELL SCHEDULE

Friday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:22	9:06	First Period
9:06	9:50	Second Period
9:50	10:34	Third Period
10:34	11:18	Fourth Period
11:18	12:02	Sixth Period
12:02	1:11	Fifth Period
1:11	1:54	Seventh Period
1:54	2:37	Eighth Period

Group 1: Lunch 12:02-12:27	Class 12:30-1:11
Group 2: Class 12:05-12:46	Lunch 12:46-1:11

**2019-2020
SOUTHERN VALLEY
COACH/SPONSOR ASSIGNMENTS**

Football	Russell Norton, assisted by Jason Huerta, Tom Schoenfelder, Jared Fausch Justin Adams, Doug Brown & Rex Harouff
Jr. High Football	Richard McDonald, assisted by Jason Huerta
Volleyball	Jesse Thalheim, assisted by Joey Bose & Amanda Adams
Jr. High Volleyball	Tina Brown, assisted by Jennifer Wasenius
Softball (Coop with Alma)	Brad Reaves, assisted by JayDee Wolzen
Cross Country (Coop with Alma)	Deb Smolik assisted by Kristi Bose
Boys Basketball	Tylor Fincher, assisted by Mike Lanham & Craig Hoxmeier
Jr. High Boys Basketball	Tylor Fincher, assisted by Richard McDonald Greg Huerta
Girls Basketball	Richard McDonald, assisted by Kelsey Papenhausen Justin Adams
Jr. High Girls Basketball	Richard McDonald, assisted by Greg Huerta
Wrestling	Dexter Becker, assisted by Rudy Glur, David Becker
Jr. High Wrestling	Dexter Becker, assisted by Jeff Spalding
Sr. High Track	Tom Schoenfelder, assisted by Tylor Fincher, Richard McDonald, Larry Guy, & Leo Hinkle
Jr. High Track	Tom Schoenfelder assisted by RayAnn Roskop, & Russell Norton Justin Adams
Golf	Jeremy Epp
Yearbook	Meredith McQuay
Student Council	Stephanie Holste & Melinda Hunt
National Honor Society	Anita Krejdl
Music	Zach Nathan & Tabitha Stalder
Cheerleading	Morgan Huxoll
FBLA	Joe York
FFA	Kate Likens Christen Williams
Future Problem Solving	Tom Schoenfelder
Elementary Quiz Bowl	Tricia
Weatherwax	
Jr. High Quiz Bowl	Jessie Thalheim
Sr. High Quiz Bowl	Chad Hamilton
Mock Trial	Meredith McQuay
Speech Team	Kaitlin Nathan & Rebecca Jorgenson
One Act Play	Kaitlin Nathan & Rebecca Jorgenson
Senior Class	Melinda Hunt
Junior Class	Cindy Reeves, Meredith McQuay Justin Adams, Kaitlin Nathan & Tina Hutchens
Concessions	Joe York (FBLA) & Activities Booster
Club	

SECTION 3

Elementary School Information for K - 6 students

SOUTHERN VALLEY

PUBLIC SCHOOL

THE SCHOOL DAY

The school day for elementary students will be from 8:25 a.m. to 3:36 p.m.

Upon arrival to school, students are to enter the building and report to the gymnasium or to the commons, for those students that are planning on eating breakfast. Unless prior arrangements have been made, all students will be directed to their bus for transportation back home or their community stops at the end of the school day.

NOTE: Students are under the supervision of the teacher, assigned teacher, or playground supervisor, and is responsible to each of them.

TARDY POLICY

The school strives to teach promptness. Students are required to be at school by 8:22 a.m. A student entering school after **8:30 a.m. or 12:15 p.m.** will be counted tardy.

Tardiness to school may result in detention time after school. Attendance, tardiness and absence records are kept by the individual classroom teachers and recorded into Powerschool. Repeated problems with these areas are referred to the building principal. If problems occur parents will be contacted by telephone.

ABSENCES

If a child is going to be absent from school, parents are expected to call the office between 8:00 and 9:00 a.m., explaining the reason the child will be absent. The reason for the absence must be verified by a phone call or a written excuse, brought back with the child upon return with the date(s) and reason(s). Students who do not have a written excuse will be sent to the office to explain to the principal.

Students needing to leave the building during school hours must be picked up by a family member. Students who leave prior to 10:00 a.m. in the morning session and 2:00 p.m. in the afternoon session due to illness, doctor's appointments, etc. will be counted absent for 1/2 day during that session. Similarly, students who leave after 10:00 a.m. in the morning session or 2:00 p.m. in the afternoon session due to illness, doctor's appointments, etc. will be counted as leaving early during that session. On shortened day schedules, if a student is gone for more than 1/2 of the session, they are counted as absent for that session..

TRUANCY AND TARDINESS

The Student Discipline Policy regarding truancy and tardiness will be followed. In accordance with Nebraska Law (Chapter 79), the administration of the Southern Valley Elementary Attendance Centers will report to the appropriate County Offices any student who is found to be truant from school.

PERFECT ATTENDANCE

While we give an award for this achievement, we do not want students to attend school when they are ill. The attendance award includes no tardies or early dismissals from school.

SCHOOL ENTRANCE AND REGISTRATION - KINDERGARTEN

Preschool registration for children entering kindergarten is held each spring. Letters stating the specific day and time are sent to parents of pre-kindergartners and notices are placed in the local newspaper. All students entering kindergarten in the Nebraska schools must have reached their fifth birthday before the 31th of July.

During pre-registration, the dates and time for kindergarten roundup will be announced. Specific screening of students must be requested at this time by the parent

REGISTRATION FOR NEW PUPILS OTHER THAN KINDERGARTEN

Parents of new pupils must complete the enrollment forms which are available in the building office. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from the previous school.

STUDENTS MOVING FROM THE DISTRICT

If you anticipate moving out of the district, please notify your child's teacher as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth, academically and emotionally.

COMMUNICABLE DISEASES

Students showing any symptoms of a contagious disease at school must, by State Statute 79-4,177, be sent home pending a report from the student's personal physician. Fevers, sore throats, coughs, and skin rashes are signals for parents to consider keeping their children home (see section 1, page 48).

HOMEWORK

As a general rule, the amount of homework ranges from basically none at kindergarten to some each evening at the sixth grade level. Most homework is limited to that work that a student does not complete during the school day. It grows to prepare the students for Southern Valley Jr. Sr. High, where homework is a necessity due to class load and the various activities students participate in. More work may be required to be done at home for students who have been absent for illness. When an absence is anticipated, the school work should be completed prior to the absence.

DRESS CODE FOR SCHOOL

Although it is not the function of the school to dictate fashion, it is the responsibility of the school to maintain an environment that facilitates learning and preparing students for the adult world. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe and **should not disrupt the instructional process**. Your appearance is a reflection on the school; therefore, you should use good taste in your choice of attire. Keep in mind that the school dress code also applies to all activities whether they are home or away.

1. Any outfit must touch at the waist while in a standing and sitting position. Bare midriffs and halter-tops are not acceptable.
2. Oversized apparel, including baggy pants or shorts worn low on the waist or below the waist, overalls with unfastened straps will not be permitted
3. Belts which are extra-long with excess hanging loosely are prohibited. All belts are to be tucked in the belt loops and worn around the waist. (No chain loop belts or wallet chains may be worn).
4. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco, alcohol, or other drugs, racial or ethnic slurs or gang affiliations is not allowed.

5. Shorts, skirts, and any holes in pants must be at fingertip or below in length on the leg.
6. Shoes, sandals, moccasins, or similar type of footwear are required.
7. No caps, hats, or bandanas are to be worn in the building. This is the rule during regular school hours.
8. Clothing usually worn as undergarments may not be worn as outer garments.
9. The wearing of clothing with holes, slashes, or cuts will not be permitted if they depart from cleanliness, neatness, good taste, and decency.
10. Tank tops may be worn, but will need to have straps 2 inches or wider. **No shirts of any kind worn off the bare shoulder.**
11. Any tattoos that are deemed inappropriate by the administration will be covered up.
12. **If the presence of facial or body jewelry poses a distraction, the student shall be required to remove the jewelry while at school.**

Students will be asked to correct inappropriate attire, and the administration may provide clothing that is appropriate for the school environment. Clothing may be confiscated and held until after school. Repeated violations will be treated as insubordination and further discipline procedures will follow at the discretion of the administration. **ALL STAFF MEMBERS HAVE THE DISCRETION TO SEND STUDENTS THEY BELIEVE TO BE IN VIOLATION OF THE DRESS CODE POLICY TO THE OFFICE. ADMINISTRATION WILL HAVE THE FINAL AUTHORITY IN DETERMINING THE APPROPRIATENESS OF ANY STUDENT ATTIRE**

On first offense of the dress code, a student may call home for proper apparel or change with clothes already at school. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day or wear clothing provided by the principal. 2nd Offense of the dress code, the student will serve ½ hour detention and change apparel. 3rd offense of the dress code will result in one day of in school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under paragraph A.4.a (14) of this policy.

LOST AND FOUND

Each student should check at the office to recover lost articles or to turn in articles that are found.

ACTIVITIES AND SCHOOL GROUND RULES

Unacceptable behavior, such as running, throwing items, etc., will not be tolerated at any school functions on the school campuses. Students are reminded that there will be no playing on the football field or in the end zones at games. Students are also reminded that there will be no running across the gym floor during the volleyball and basketball seasons. Students must be on their best behavior when attending any school sponsored event. Let's represent our school with pride!

The primary purpose of developing rules regarding the playground is to eliminate or reduce playground accidents. Remember, students are under the supervision of the teacher, assigned teacher, or playground supervisor and are responsible to each of them.

Snowballing on school property is prohibited.

FIELD TRIPS AND FIELD DAY

Field trips and similar activities are considered part of the instructional program of the school. Students are expected to be in attendance and participate as a regular school day. Parent permission forms are required as a means of notification when we take students beyond the district boundaries.

The district provides transportation only for students on a school sponsored activity. Students who ride school buses to school sponsored activities **MUST** return to the school on the bus. The only

exception will be when a student rides home with parents. The sponsor must be contacted by the parent before this exception to the rule can be allowed.

SUPPORT PROGRAMS

The following programs are available through the Southern Valley Elementary Schools to assist appropriate students with the attainment of specific skills.

Title 1 - This is a federally funded program which is offered to students in grades K-6 who have specific academic needs in the areas of Reading and/or Math. The program is designed to help each student gain and retain basic skills in either or both of these areas.

Special Education/Resource Program - The resource program is offered to students in grades K-6 who have specific learning difficulties. These students are instructed on a small group or individual basis.

Speech Therapy - The Speech Therapy Program is offered to students in grades K-6 who need assistance in the area of articulation or language development.

Psychological Services - A psychologist is available to administer appropriate tests to students who are referred and to provide a resource to teachers and parents.

PreSchool Assistance - Parents who feel that a preschool child may need special help to be able to learn, may request assistance. Upon evaluation, a program may be developed to provide that assistance. Speech work to orthopedic assistance may be recommended. These services are provided through the State Department of Education, Educational Service Unit #11, and the Southern Valley School System.

Counseling – Counseling service is provided to individuals and groups. Individual counseling may be requested by the teacher, parent or student themselves.

PARENTAL AUTHORIZATION AND RELEASE FORM TO DISPLAY STUDENT WORK

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____ ("the student(s)").

The School District has requested authorization from the parent of the student to display the product of the student's school related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

☐ I/We hereby authorize the School District to display the product of the student's school related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

☐ I/We DO NOT authorize the School District to display the product of the student's school related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Southern Valley Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Southern Valley Schools not provide this information (i.e., not provide the student's name, address, and telephone listings) to military recruiters or institutions of higher

education, without their prior written parental consent. Southern Valley Schools will comply with any such request.

I/We DO ☐ DO NOT ☐ authorize Southern Valley Schools to provide secondary school student's names, addresses, and telephone listings to military recruiters or institutions of higher education.

**SOUTHERN VALLEY SCHOOL
STUDENT HANDBOOK AGREEMENT
2019 - 2020**

This signed form verifies that the students and parents or guardians authorize or do not authorize the display of student work and authorize or do not authorize providing secondary student's names, addresses, and telephone listings to military recruiters or institutions of higher education.

I/We have read the Southern Valley Schools, "Acceptable Use Policy" regarding the school's technology systems (page 42-45) and will abide by their particulars and intent. I understand any violation of the policies will lead to the loss of my privilege to use any or all technology systems including use of the Internet.

I/We have received and read a copy of the 2019-2020 school year student handbook which includes policies of No Child Left Behind, Title VI and VII, and Title IX, Section 504, Americans with Disabilities Act of 1990, and the Nebraska Equal Opportunity in Education Act, Compliance with LB 503, rules for which students are subject to disciplinary action, the new drug and alcohol policies mandated by the Federal Government to be in compliance with P.L. 101226 (Drug Free Schools and Communities Act), and other rules and regulations of the schools. By signing this agreement you agree to our drug testing policy should you participate in any school related activities. This handbook is to assist parents and students understanding of the school policies including the Fee Waiver Policy, Activities Policy and NSAA regulations.

Dated this _____ day of _____, 2019.

Parent/Guardian Signature

Names of students in family	Grade Level	<u>Student Signature</u> (required)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2019 - 2020

***SOUTHERN VALLEY
SCHOOL DISTRICT #540***

Teacher's Handbook

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INTRODUCTION

The purpose of this handbook is to assist you during your tenure with the Southern Valley School District. It most certainly will not answer all of your questions, but some basic points are clearly stated. The Board of Education has a written and adopted set of board policies -- a copy of these policies, and the administrative rules and regulations are available to the staff. It is strongly suggested that each teacher read the board policies and administrative rules and regulations. These will also assist you in understanding how our school district functions.

All questions and/or problems cannot be covered in this handbook, the board policies, or the administrative rules and regulations. When you are in a situation not covered by the policies, rules and regulations, or this handbook, arrange a conference with your principal or the superintendent.

The Southern Valley School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Superintendent Darren Tobey, 43739 Highway 89, Oxford, NE 68967, (308) 868-2222.

Board of Education

Robert Bergquist – President

Ryan Hunt – Vice President

Todd Brown - Secretary

David Witte - Treasurer

Steve Hunt - Member

Stacey Shafer - Member

Administration

Bryce Jorgenson – Superintendent

Jeff Linden – 7-12 Principal

Mark Grove – K-6 Principal

Brandon Marquez -- Athletic Director

Classified Staff

Lindin Quinn – Secretary/Bookkeeper

Pam Wessels – Jr/Sr High Secretary/AD Secretary

Margaret McInturf – Elementary Secretary

Sharon Lanham – Jr/Sr High Secretary/Lunch Coordinator

Samantha Ehrke – Library Aide

Linda Culver -- Paraeducator

Tina Hutchens -- Paraeducator

Georgia Mroczek -- Paraeducator

Amy Russell -- Paraeducator

April Reaves -- Paraeducator

Deanna Ruskamp – Paraeducator

Joyce Schoenfelder – Paraeducator

Christine Skinner – Paraeducator

Nancy Tarkington – Paraeducator

Jr. Sr. High School Staff

Bryce Jorgenson – Superintendent
Jeff Linden - - - Principal 7-12
Brandon Marquez - - - Athletic Director
Justin Adams - - - Social Studies
Joey Bose - - - Math
Kristi Bose - - - English & Drama
Tina Brown - - - Special Education
Linda Dannehl - - - FCS
Jeremy Epp - - - Social Studies
Jared Fausch - - - Computer Coordinator/LAN Manager
Chad Hamilton - - - Math
Stephanie Holste - - - Special Education
Jason Huerta - - - Spanish
Melinda Hunt - - - Guidance Director
Rebecca Jorgenson - - - Art
Anita Krejdl - - - Mathematics
Emily Culver - - - School Psychologist
Richard McDonald - - - Science
Meredith McQuay - - - English & Journalism
Kaitlin Nathan - - - Speech & English
Zach Nathan - - - Instrumental
Russell Norton - - - Physical Education/Weight Training
Brad Reaves - - - Industrial Arts
Thomas Schoenfelder - - - Media
Jeff Spaulding - - - Industrial Arts & Technology
Tabitha Stalder - - - Vocal
Jessie Thalheim - Science
Christen Williamson - - - Agriculture & Science
Joe York - - - Business Education

Elementary Staff

Bryce Jorgenson - - - Superintendent
Mark Grove - - - Principal
Danielle Schultz - - - Pre School
Betsy Hoxmeier - - - Kindergarten
Morgan Huxoll - - - Kindergarten
Maria Ehrke - - - First Grade
RayAnn Roskop - - - First Grade
Kelsey Fincher - - - Second Grade
Angie Culver - - - Third Grade
Molly Wendland - - - Fourth Grade
Ali McCord - - - Fourth Grade
Gina Ellis - - - Fifth Grade
Karson Langley - - - Fifth Grade
Tylor Fincher - - - Sixth Grade
Jennifer Wasenius - - - Sixth Grade
Kathy McQuiston - - - Title I
Rena Brooks - - - Title I
Hennessey Lans - - - Special Education
Kim McQuiston - - - Special Education
Tricia Weatherwax - - - Guidance
Emily Culver - - - School Psychologist
Amanda Lans - - - Speech – ESU #11
Thomas Schoenfelder - - - Librarian
Tabitha Stalder - - - Vocal Music
Zach Nathan - - - Instrumental Music
Patty Hansen - - - Art
Dexter Becker - - - P.E.

Staff is provided, by Educational Service Unit #11, for special needs

Classified Staff

Denise Wiedel - Food Service Manager

Janet Schmidt – Assistant Cook

Navella Leiding – Assistant Cook

Bonnie Wright – Assistant Cook

April Batt - - - Assistant Cook

Greg Huerta - Maintenance Supervisor

Kevin Harper – Custodian

Becky Robinson – Custodian

JayDee Wolzen - Custodian

Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director

George Davis – Bus Driver

Todd Brown – Bus Driver

Chris Joppa -- Bus Driver

John MacDonald – Bus Driver

Phil McInturf – Bus Driver

Bill Norman – Bus Driver

Dennis Tegtman – Bus Driver

Don Vacha – Bus Driver

Ryan Hunt – Activity Driver

Stanley Johnson -- Activity Driver

Joe Kresser – Activity Driver

Mike Taylor – Activity Driver

SCHOOL CALENDAR 2019-2020

August 12, 13, & 14	Teacher Workdays
August 15	First day for Students - Dismiss at 2:30
September 2	Labor Day -- No School
September 18	Parent Teacher Conferences (2:30-7:30 p.m.) Dismiss at 12:30
October 7	Teacher In-Service -- No School
October 17	End of First Quarter
October 18	Fall Break -- No School
November 8	Teacher In-Service -- No School
November 27	12:30 Dismissal
November 28-29	Thanksgiving Vacation
December 13	Wrestling Invite -- No School
December 20	End of First Semester (Friday Dismissal)
December 22 – 26	NSAA Moratorium
January 6	Teacher Workday -- No School
January 7	School Resumes
February 13	Parent Teacher Conferences (2:30-7:30 p.m.) Dismiss at 12:30
February 14	Spring Break -- No School
February 21	Spring Break -- No School
March 6	Spring Break -- No School
March 12	End of 3rd Quarter
March 13	Spring Break -- No School
April 10	Easter Break -- No School
April 13	Easter Break -- No School
April 23	District Music/In-Service -- No School
May 9	Senior Graduation – 1:00 PM
May 11	SV JH Track Invite -- 12:30 Dismissal
May 19	End of Second Semester -- Last day of school
May 20	Teacher Workday

PERSONNEL POLICIES

Reports and Records

You will be asked to make certain reports and keep and maintain certain records for the office and the principal. Please attempt to get them in on time and correctly done. Your cooperation will increase the efficiency of the entire school.

Teachers Files

The administration, according to statute, maintains a file on each teacher. Contained in those files is a variety of information: the teacher's teaching certificate, transcript, employment data, teacher evaluations, teaching credentials, professional growth, and in limited occurrences, documentation of disciplinary or commendations episodes. Completed teacher evaluation forms and other documentation of teacher performance is only placed in the file if it, has previously been shared with the teacher. Those files are accessible to each respective teacher. If a teacher requests access to his or her file, it shall be shared in its entirety. The only exception is if that teacher has requested letters of recommendation which were included as confidential. In such instances, the college credentials will be removed before the teacher is given the file to review. The administration maintains only one file on each teacher, and it is open to inspection by that teacher at any time. If you have questions about the content of your file, please inspect that file in the office.

Teachers Certificates

Certificates of new teachers should be registered with the Superintendent as soon as possible. All teachers must have an official transcript of credits filed in the school office.

Additional Hours

The deadline for placement on the salary schedule for additional hours earned in the summer will be September 1st. Hours earned following that date will apply for the following school year. All additional hours of credit require the superintendent's approval before movement will be allowed on the salary schedule.

Professional Growth

The Southern Valley School District #540 recognizes the significance of professional growth and shall encourage the continued growth and development of certificated personnel subject to the regulations adopted by the Board of Education.

Each tenured teacher shall have a six year professional growth period during which time the permanent staff member is required by statute to give evidence of professional growth. Each permanent staff member must submit evidence showing completion of acceptable professional growth activities totaling 24 points. Excessive points earned during one growth period may not be carried over into succeeding professional growth periods.

Application for the approval of professional growth activities shall be made on the prescribed forms. A separate application shall be submitted for each activity for which growth points are requested.

Extra Duties

From time to time all teachers will be asked to assist with extra duties such as selling tickets at games or other events. Teachers have been very cooperative in the past, and it is sincerely appreciated. The administrator will make an effort to equalize the number of assignments.

Paychecks

Teachers shall be paid in twelve equal installments, unless requested otherwise. Payday is usually the 20th day of each month.

Absence Without Pay

If you find that you must be absent for reasons other than those listed, you may request permission to do so. Please refer to the master agreement between the SVEA and School Board to see how this will be handled. ~~Salary deductions for those days will be determined at the per day rate of your annual salary.~~

Workmen's Compensation

All employees of this school are covered by workmen's compensation. Should you sustain any injuries while on duty be sure to report it to the superintendent immediately so that proper claims can be made for any medical cost involved.

Teacher's Hours

Tardiness on the part of the teacher in reaching school or the classroom results in many problems. Promptness is also an indication of one's interest and professional attitude. **TEACHERS ARE TO BE IN SCHOOL AND AVAILABLE FOR STUDENT AND HALL SUPERVISION BY 8:00 A.M.,** and are to remain until 4:00 P.M. unless they have coaching or other duties.

Teacher Attire

As professionals, our certificated staff is requested to dress the part. Appropriate, professional attire is expected of our teachers and administrators. **Blue jeans will be allowed for a fee on Friday's and some other special occasions.** ~~and other such casual attire don't fit into the dress expectations for most professions, nor should they be considered acceptable for the education profession.~~ The attire of teachers and administrators does have an impact on the important interactions common in our business.

Preparation for Classes

Every child under your instruction has the right to expect you to be prepared every time you face the class. This is one of the best ways to gain and keep the respect of your pupils.

Preparation for Substitute Teachers

Substitute teachers will normally be hired to take the place of teachers absent from duty. Your lesson plans should reflect the fact that your substitute may have few, if any, hours in your subject area.

Each teacher should have the following items available at all times:

- a. Complete lesson plans
- b. Daily instructional schedule
- c. Current seating chart
- d. Fire drill procedures
- e. Special duties and directions to cover each individual class

Activity During School Days

When students are going to be absent from school for a school sponsored activity, the teacher/sponsor should duplicate a complete list of students who will be absent. This list should be turned in to the principal's office, in advance, so that it can be circulated to teachers.

Teacher Meetings

There will be teacher meetings held at the discretion of the building administrator. Other faculty meetings may be called when needed. All teachers are expected to attend unless they are absent from school. Teacher meetings are designed to be helpful and to promote understanding of education and the school system.

Leaving the Building

During the normal school day, excluding a teacher's lunch period, any faculty member who finds it necessary to leave the building should so notify the office personnel.

Testing System

All secondary teachers are to give semester exams unless excused by the administration.

Ethics

Loyalty is an integral part of most any code of ethics. If you work for an organization, support that organization. If there are things you cannot support, bring them out and discuss them with those in charge of the organization. Anything less than that will be considered unethical by the school; gossiping, talking behind one's back, or causing unrest with fellow teachers are undesirable examples.

Employee Compliance with Drug Free School Act Policy #1.32

Southern Valley School District #540 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

In compliance with federal public law, our schools must notify employees and students that it is unlawful and, therefore, absolutely prohibited for any employee or students of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

See definitions and procedures printed in the policy book located in the office of the Superintendent.

School Records

A cumulative record shall be maintained for each student from the time of entrance into school through the twelfth grade. Such records may be used only for the benefit, promotion, or welfare of the pupil. A separate confidential record shall be maintained for each student having records such as psychological reports; individual testing reports; medical records of a confidential nature; etc.

All material in each cumulative record and in each student record shall be treated as confidential and shall be directly accessible only to the professional staff of the school, to the student, to the student's parents or guardians, and to those persons who will use the information for the professional purpose of helping the student.

The student records are maintained under the direction and supervision of the building principal and counselor. All individuals responsible for working with students' records have an obligation to update these records and provide a continuous evaluation of the contents.

Student records information will not be released to individuals, agencies, or institutions unless the request is accompanied by a written consent from the student and the parent/guardian of a student under 18 years of age.

Records of handicapped students shall remain confidential in accordance with P.L. 93-380. This confidentiality shall apply to all personally identifiable data.

Report Cards and Parent Contacts

Report Cards are designed primarily to help pupils achieve the educational goals of the school system and secondly, to help parents understand the progress their child is making toward achieving the goals and objectives of the various courses.

No report card can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters to the home, and telephone conversations to the home must be made to supplement the report card. Whenever special contacts are made by a teacher with a student's home, please notify your building principal and maintain open and consistent lines of communication.

Whenever you make a contact with home concerning a student in academic difficulty, request that the parents make a return call to you later in that same grading period to check on the child's academic progress. This will shift part of the child's academic responsibility to the parent and improve the teacher's position at the end of the grading period if questions arise.

Grade Book

The PowerSchool program is the district's official means of recording and keeping accurate records of grades. A Grade Book can still be used by any staff member to keep a hard copy of their grades, however, it is not required.

It is acknowledged that in a staff of our size, there will be a variety of ways in which the grade book is kept. This is perfectly acceptable. However, regardless of the method used, the grade book must accurately contain at least the following information:

1. Complete class roster with all students names entered completely, accurately and in alphabetical order;
2. Record grades of all assignments that are used to determine quarterly and

semester grades. Also, record total points possible for each assignment. When number or letter grades are given, be sure to give the numerical scale;

3. An explanation as to how a teacher arrives at his or her quarterly or semester grades is also to be noted.
4. Grades are to be recorded via PowerSchool on a weekly basis. **Grades are to be updated no later than 9:00 a.m. each Friday.**

Grading

At the end of the first four and one half weeks of each grading period, each JR-SR High teacher is to mail down slips to those students who are failing, or are in jeopardy of failing, in their classroom performance. At that time, the teacher is to indicate to the parents that a conference is deemed necessary.

An “interim” report is used by teachers to identify in writing, radical changes in progress of a student. Such a report should be viewed by parents as a clear signal of concern.

Each teacher will be given a grade book which is to be kept up to date at all times. The grade book should indicate clearly the grade(s) for each student. All grades should be registered according to the grading scale by the school district.

The grading scale is as follows:

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

Teacher grade reports are to be in the office not later than 4:00 p.m. on the following dates: October 21, January 7, March 16, and May 20. All grades recorded on the Jr. Sr. High grade reports are to be NUMERICAL & LETTER. The grades reported on the Elementary report cards are to be LETTER GRADES. Report cards will be **mailed** to the elementary students and mailed to the Jr. Sr. High students following the close of the nine-week grading periods.

Communications

Many hard feelings and misunderstandings can be eliminated or minimized with a more concerted communications effort. Progress reports are time-consuming, but they are important. Parents must be kept informed about their child’s progress. Parents find it difficult to understand and accept below-standard student academic marks at the standard grading periods when the teacher has not previously apprised the parents of inferior student work. Teachers are expected to regularly report student progress by means of the weekly and mid-term progress reporting system. Communications with parents about student successes is likewise important. Phone calls to parents are excellent means of expressing positive comments about students, but that means may be somewhat threatening to some teachers.

Supervision of Students

DISCIPLINE IS EVERYBODY’S BUSINESS AND CONCERN. As a teacher you have authority over every student, and not just in your own classroom. Don’t ever hesitate to stop

trouble in halls, lunchroom, restrooms, etc. If you feel a neighboring classroom is noisy and that it disturbs your class, tell the teacher yourself. Many times we allow noise to build up without even realizing it. **Teachers are not to leave the class unattended for any length of time.** You run the risk of being held liable for any accidents which may occur while you are out of the room. Supervision during school activities is a joint responsibility of all teachers present. If you detect pupil misbehavior during a school activity, it is appropriate that you correct the situation. Supervision of hallways between classes is the responsibility of all teachers. Be in position to supervise in the mornings when the students enter the building as well as at noontime.

Supervision After Hours

A teacher is never to allow students to use any part of the school building before or after school unless the teacher is there to supervise. Whenever a group participates in any activity, practice, or games, the teacher should be the last to leave the facility. All lights should be extinguished and the doors locked.

IT IS NOT GOOD POLICY TO ALLOW STUDENTS TO USE YOUR KEYS.

Technology Systems Use Policy

Membership in such a community requires awareness and practice of acceptable behaviors. These behaviors apply to all levels of technology, whether using a single computer or using Internet resources. In addition, the school district is bound by contract to other providers of services to require certain acceptable behaviors.

Individuals must apply for access to our technology systems. Applicants must be aware of the stipulations of this policy and its related administrative policies and agree to them before access will be granted. **A copy of current specific administrative policies is available from the office at request.**

Procedures for Drug/Alcohol Problems

1. In cases where a student's actions are abnormal enough to suggest the use of drugs or alcohol, but no direct evidence is present, all instructors are to:
 - a. Notify the building administration of your observations and reason for a concern in all cases; then, follow this up with a brief written statement.
 - b. If you are suspicious of a student's actions in class, send a note to the office and an administrator will come to your classroom. Do not make any accusations.
 - c. The student will be brought to the office where the issue will be discussed further and appropriate action will be taken.
 - d. If you have reason for concern about a student's actions and wish to deal with them on a personal basis, please feel free to do so. However, make the problem and your actions known to the administration. This protects you and your actions and it also brings a possible issue into better focus in the event more than one person is seeing the same thing.
2. In cases where a student is obviously under the influence of drugs or alcohol, you are obligated to notify the building administration at once. The student will be removed from the school pending appropriate action.
3. Where specific information pertaining to drug abuse outside of school comes to your attention, please make this available. This will be discreetly monitored in the office to determine

if further action should be taken.

Excusing Pupils

No teacher will excuse any pupils on request of strangers or on a request coming in writing or over the telephone where the teacher is not certain that it is the parent who is making the request. Any request coming from sources which might not be approved by the parents should not be granted. If the teacher is in doubt at any time about the request to excuse the pupil, it is better to refuse to grant the request than to allow the pupil to be called out of class.

Student telephone calls should be held to those that are essential, and unless it is an emergency call, students will not be called to the telephone. The number will be taken and given to the pupil to call back at the close of the period or after dismissal.

Student passes should be kept to a minimum. The continual movement of students in the hall can be very disruptive to classes. There are very few occasions where students should be given passes to leave the school grounds. In all cases students should check out in the principal's office before leaving.

Community Relations

Your membership in community activities is indicative of your attitude toward the community. Do not spread yourself too thin, but your participation is important. Too often teachers are accused of not taking part in community life.

Smoke-Free Environment

The Board of Education has adopted a policy, making our school buildings and vehicles smoke-free environments. This means that smoking is not permitted in any area of our school buildings.

Custodial Staff

The custodians in each building are responsible to the superintendent or his designee. Teachers should contact their building principal about any repairs which they wish to have made in their rooms.

You can aid the custodians by making sure that your room is cared for. Our custodians are valuable assets to our school. Do all that you can to help them.

Building Appearance

Please take pride in the building and in your room in particular. This includes keeping the room neat and clean and providing something of interest such as pictures, bulletin boards, etc. It is urged that your room be locked at night and any time you will be out for more than just a few minutes.

School Property

Teachers are responsible for property in their department or room. A complete inventory of all items and their condition should be turned in to the superintendent each school year. Teachers are to be on the lookout for damage to school property and to report such damage to the office. Encourage students to take care of such property. Equipment (chairs, computers, etc.) is

not to be taken from the school unless permission is granted from the office. The school will not be responsible for personal items brought to school by staff or students for school use.

Emergencies

In case of an accident where medical help is needed, make sure that the parents are notified. If a child becomes ill and needs to be sent home, contact the office so parents may be notified. In all accidents requiring medical attention you must fill out a report and hand it in to the office. This should be done the same day if at all possible.

General Fund Purchasing

All general fund purchasing will be made through the office and must have the direct approval of the principal/superintendent. Special printed purchase orders are issued by the office for ordering materials from sources outside the school. Purchases will not be made without a purchase order signed by the superintendent. Purchases made without permission are your personal obligation and your responsibility.

Activity Fund Purchasing by Organizations

Purchases made by classes or other organizations must have the approval of the sponsor prior to the approval of the principal. Purchases will not be made without a signed school purchase order.

Dues, Fees, Collections, Funds, etc.

The superintendent's office acts as treasurer for all classes, clubs and other school organizations. All payments are made through that office and receipts are deposited there. Instructors in charge of various groups and organizations should explain this to their groups and see that the policy is carried out. The office reserves the right to approve all collections or the amount of all class or organizations dues, all assessments, collections or request for funds of any nature which are sought from student body, groups, or individuals. Likewise, all fundraisers and other such projects shall be submitted to the principal/superintendent for approval prior to scheduling such events. In departments where materials are sold to pupils, such as shop, music, athletics, etc., the instructor shall collect for all materials and fees and will be required to hand in an itemized list of materials sold.

DO NOT KEEP MONEY IN YOUR ROOM OVERNIGHT.

Mileage

There will be certain times when the school district will pay expenses for teachers who are out of town for school purposes. These trips must be approved before the trips are made. No payment will be made until the proper expense sheet has been filled out and returned to the superintendent's office. The mileage reimbursement rate of \$0.50 per mile will be paid to those approved.

Proper Driving of School Vehicles

School staff members are often required to drive school vehicles for school business. Rules of the road must be followed. Speeding will not be condoned. Not only are unlawful driving practices unsafe, the public is often understandably concerned.

Class Meetings

All class meetings, group meetings, or any activity meetings which meet during tutorial ~~school time or after school hours~~ must be cleared through the principal's office. Sunday activities are not to be scheduled. No meetings are to be scheduled on Wednesday evenings.

Teaching Supplies

Supplies may be obtained from the office. Do not send students for teaching supplies.

To enable us to maintain proper control of supplies, all supplies will be distributed by the office staff. Teachers are asked to refrain from taking supplies from the storage areas.

Copiers

The use of the school's copiers shall be for necessary school use only. Any copies other than for necessary school use will cost \$.25 per copy.

For students, only teacher's assistants should be using the copy machines unless they are allowed by the administration. ~~Students, except those authorized by the administration.~~ Teachers are not to send **random** students to make copies for them.

Mail

Each teacher will have a mailbox. All incoming mail will be distributed in these boxes. Please try to check your mailbox each morning, noon, and evening for memos, mail and announcements. Also, please do not let things pile up in your mailbox. Notices from the principal or superintendent are not easily seen when boxes are partially filled.

Passes

Every member of the school staff will receive an activity pass for himself/herself and his/her spouse (as per RPAC Policy). These passes are not transferable.

SOUTHERN VALLEY JR SR HIGH SCHOOL

BELL SCHEDULE

Monday through Thursday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:22	9:12	First Period
9:15	10:00	Second Period
10:03	10:48	Third Period
10:51	11:21	Tutorial
11:24	12:06	Fourth Period
12:09	1:19	Fifth Period
1:22	2:07	Sixth Period
2:10	2:55	Seventh Period
2:58	3:43	Eighth Period

Group 1: Lunch 12:06-12:31	Class 12:34-1:19
Group 2: Class 12:09-12:54	Lunch 12:54-1:19

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE
Friday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:22	9:06	First Period
9:09	9:50	Second Period
9:53	10:34	Third Period
10:37	11:18	Fourth Period
11:21	12:02	Sixth Period
12:05	1:11	Fifth Period
1:14	1:54	Seventh Period
1:57	2:37	Eighth Period

Group 1: Lunch 12:02-12:27	Class 12:30-1:11
Group 2: Class 12:05-12:46	Lunch 12:46-1:11

**2019-2020
SOUTHERN VALLEY
COACH/SPONSOR ASSIGNMENTS**

Football	Russell Norton, assisted by Jason Huerta, Tom Schoenfelder, Jared Fausch Justin Adams, Doug Brown & Rex Harouff
Jr. High Football	Richard McDonald, assisted by Jason Huerta
Volleyball	Jesse Thalheim, assisted by Joey Bose & Amanda Adams
Jr. High Volleyball	Tina Brown, assisted by Jennifer Wasenius
Softball (Coop with Alma)	Brad Reaves, assisted by JayDee Wolzen
Cross Country (Coop with Alma)	Deb Smolik assisted by Kristi Bose
Boys Basketball	Tylor Fincher, assisted by Mike Lanham & Craig Hoxmeier
Jr. High Boys Basketball	Tylor Fincher, assisted by Richard McDonald Greg Huerta
Girls Basketball	Richard McDonald, assisted by Kelsey Papenhausen Justin Adams
Jr. High Girls Basketball	Richard McDonald, assisted by Greg Huerta
Wrestling	Dexter Becker, assisted by Rudy Glur, David
Becker	
Jr. High Wrestling	Dexter Becker, assisted by Jeff
Spalding	
Sr. High Track &	Tom Schoenfelder, assisted by Tylor Fincher, Richard McDonald, Larry Guy, Leo Hinkle
Jr. High Track	Tom Schoenfelder assisted by RayAnn Roskop, & Russell Norton Justin Adams
Golf	Jeremy Epp
Yearbook	Meredith McQuay
Student Council	Stephanie Holste & Melinda Hunt
National Honor Society	Anita Krejdl
Music	Zach Nathan & Tabitha Stalder
Cheerleading	Morgan Huxoll
FBLA	Joe York
FFA	Kate Likens Christen Williams
Future Problem Solving	Tom Schoenfelder
Elementary Quiz Bowl	Tricia Weatherwax
Jr. High Quiz Bowl	Jessie Thalheim
Sr. High Quiz Bowl	Chad Hamilton
Mock Trial	Meredith McQuay
Speech Team	Kaitlin Nathan & Rebecca Jorgenson
One Act Play	Kaitlin Nathan & Rebecca Jorgenson
Senior Class	Melinda Hunt
Junior Class	Cindy Reeves, Meredith McQuay Justin Adams & Tina Hutchens
Concessions	Joe York (FBLA) & Activities Booster Club

Southern Valley Schools



Classified Staff Handbook

HOURS OF WORK

CLASSIFIED EMPLOYEE: A classified employee works in one of the following capacities of the district: secretary, bookkeeper, bus driver, custodian, food service, maintenance or aide.

FULL TIME EMPLOYEE: Anyone working 40 hours per week.

PART TIME EMPLOYEE: Anyone working less than 40 hours per week.

NORMAL WORKDAY AND WORKWEEK: The normal workday shall consist of eight (8) hours and the normal workweek of five (5) consecutive days, according to the following schedule:

FULL TIME 12-MONTH EMPLOYEES:

Maintenance Custodian	7:30am-4:00pm + Activities
Building Custodian	Various Times + Activities
Administrative Assistant to Superintendent	8:00am-4:30pm
Director of Transportation	Various Times
Head Tech Coordinator	8:00am-4:00pm + Activities

FULL TIME 10-MONTH EMPLOYEES:

Administrative Assistant to Elementary	7:30am-4:00pm
Administrative Assistant to High School	7:00am-4:00pm
Administrative Assistant to Lunch Program	7:00am-4:00pm

FULL TIME 9 MONTH EMPLOYEES:

Para Educators	Maximum of 40 hours per week
Food Service	Maximum of 40 hours per week

PART-TIME:

Bus drivers and custodial hours vary. Bus drivers should plan on an 8:10 AM arrival time.

LUNCH BREAKS: All full and part-time employees: 30 minutes

VARIANCE OF WORKING DAY: Employees may have later arrival times, earlier departure times and be permitted to leave the building during the normal work day for personal reasons on an individual basis, when approval is granted by the Superintendent or Head Supervisor. If there is a variance of the workday on a permanent basis, such variance must be approved by the Superintendent or designee. All employees leaving during a shift need to clock out before exiting the building.

OVERTIME:

No overtime will be allowed unless prior approval is received by the employee from the Superintendent/Principal or Head Supervisor.

CONDITIONS OF EMPLOYMENT

PERFORMANCE EVALUATION: Either the administrator or supervisor shall endeavor, at least once annually, to evaluate employees under his or her immediate supervision. More than one evaluation may be conducted by the immediate supervisor. If no formal written evaluations are completed by the immediate supervisor that shall not limit the supervisor or administrator from imposing discipline up to and including termination.

EMPLOYEE DISCIPLINE: Employees may be disciplined by oral reprimand, written reprimand, suspension with pay, suspension without pay or termination. Imposition of discipline is at the sole discretion of the supervisor or administrator and no particular order of discipline (i.e. oral reprimand, then written reprimand, then suspension, etc.) need to be followed.

PROMOTIONS AND VACANCIES: Whenever a permanent job vacancy develops or is expected to develop, the position will be advertised if time allows. Current employees may apply for the position to the Superintendent or designee in writing. The Superintendent shall have the exclusive right to consider all applicants (employees and non-employees) for a vacancy and to select any one of the applicants or to offer the job to a person who was invited to apply for the position.

LEAVE OF ABSENCE

STAFF ABSENCE REPORT: Each employee is required to complete a Staff Absence Report prior to any authorized leave, or immediately following any illness leave and turn report into Lindin Quinn.

DISCRETIONARY LEAVE: The Board may, at its' discretion, grant a leave of absence (either with or without salary and/or credit for experience) to any classified employee for any good and sufficient reason.

SICK LEAVE FOR FULL-TIME 12 MONTH EMPLOYEES: In the case of absence from work for any reason, each employee shall be allowed full pay for approved absences for during his/her 12 month employment period starting at the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Any unused days can be carried over to the following school year. Leave will be granted according to the following:

One through five years of service:

15 days per year

Six through 10 years of service:
Eleven or more years of service:

17 days per year
20 days per year

Leave days can be accumulated up to 35 days. Any unused days will not be reimbursed at the end of each school year. Upon retiring from the school district, any unused days will be reimbursed at the employee's current rate.

~~because of personal illness or accident and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for approved absence. Each employee shall be allowed full pay for approved absences for seven (7) days during the year. Any unused days carry over for accumulation, up to 21 days.~~

SICK LEAVE FOR FULL-TIME 9 MONTH EMPLOYEES: In the case of absence from work for any reason, each employee shall be allowed full pay for approved absences for ten (10) days during his/her 9 month employment period starting with the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Days not used will be paid out at the employee's hourly rate in July. ~~because of personal illness or accident, and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for such absence. Each employee shall be allowed full pay for approved absences for five (5) days during his/her 9 month employment period starting with the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Days not used during that year are carried over for accumulation of up to 10 days.~~

~~The Board may require a physician's statement substantiating any claim for sick leave.~~

LEAVE FOR BUS DRIVERS/PART TIME CUSTODIAL: Bus drivers/part time custodians will be allowed five (5) sick days during the year. Any unused days will be paid at their current rate in July. ~~custodial will be allowed two (2) sick days during the year. Any unused days carry over for accumulation, up to 10 days.~~

~~The Board may require a physician's statement substantiating any claim for sick leave.~~

JURY LEAVE: In the event an employee is called to serve on jury duty or is subpoenaed as a witness, the Superintendent may, at his discretion, grant leave to perform such duty without the loss of pay. Staff member will be paid their regular daily salary.

PERSONAL LEAVE: ~~No employee shall absent himself/herself from school on account of personal business or pleasure, unless he/she shall have requested such leave through the Superintendent. After three (3) years of service to the Southern Valley School System, two (2) days of personal leave will be allowed each year for full time 12 month employed persons, with the approval of the Superintendent. No accumulation of personal days will be allowed. If two (2) personal days are not used they will not be reimbursed or accumulated.~~

~~Absence under this regulation shall be without pay, except when an adjusted work schedule can be arranged so as not to impair the operation of the school, such deduction need not be made.~~

BEREAVEMENT LEAVE: ~~Bereavement leave is provided for an employee to attend and make preparations for the funeral of a member of the immediate family. All bereavement days should be~~

~~used as sick day leave and employees are allowed absence in case of death of the immediate family, defined as wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, or any other relative who has lived in the home of the employee for some time preceding death.~~

CONDITIONS OF LEAVE: Unless expressly provided to the contrary, all leave shall be without pay. Any employee who does not report for work at the termination of an authorized leave of absence shall be considered to have quit voluntarily.

INSURANCE

GROUP HEALTH INSURANCE:

12 Month Employees

A group health insurance plan providing for a schedule of benefits is available for twelve (12) month-full time employees. The Board will pay the full monthly cost of employee, employee and spouse, employee and children, or family coverage. Each employee shall complete the proper paperwork stating whether or not participation is desired.

9 and 10 Month Employees

A group health insurance plan providing for a schedule of benefits is available for nine (9) and ten (10) month employees. The Board will pay the full monthly cost of employee coverage. If the employee desires more coverage, they will be required to pay the difference.

HOLIDAYS

HOLIDAYS: The following are paid holidays for all full time 12-month employees.

New Year's Eve and New Year's Day (2) days total
Spring Break: (1) day total
Easter Break Good Friday/Monday after (2) days total
Memorial Day (1) day total
Fourth of July if on weekend then day of observed (1) day total
Labor Day (1) day total
Fall Break: (1) days total
Thanksgiving Vacation (1) day total
Black Friday (1) day total
Christmas Eve (1) day total
Christmas Day (1) day total

Christmas Vacation one other day over the vacation period (1) day total

VACATIONS

~~**PAID VACATIONS:** Regular full-time employees are granted a two week (10 working days) vacation each year. Vacations are figured on the following year, July 1 through June 30.~~

~~Persons who are terminated are not eligible to receive unused vacation days as reimbursement. Persons retiring or leaving for another job outside of the Southern Valley School district will not be reimbursed for unused vacation days.~~

~~**Vacation for employees with:**~~

One through five years of service:	10 days per year with a maximum of 12 accumulated days*
Six through 10 years of service:	12 days per year with a maximum of 14 accumulated days*
Eleven or more years of service:	15 days per year with a maximum of 17 accumulated days*

~~* Employees may carry over 2 days of vacation to the next year. All accumulated vacation leave may not be used in one block of time, unless approved by the Superintendent.~~

OTHER BENEFITS

TAX SHELTERED ANNUITY-12 MONTH FULL-TIME: Board policy allows employees the benefit of payroll deduction toward a selected tax sheltered annuity.

RETIREMENT: Employees working 15 hours or more in week must participate, as required by law, in the Nebraska Public Employee's Retirement System. Employees have the percentage rate as determined by the state retirement system deducted from their salary for State Retirement. The district contributes 101% of what the employee contributes. The methods for determining retirement benefits are revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefit. For information write to: Nebraska Retirement Systems, PO Box 94816, Lincoln, NE 68509, or web access: www.npers.ne.gov.

SOCIAL SECURITY: All employees in the Southern Valley School District participate in the federal Social Security Program, according to rates and conditions required by law.

WORKER'S COMPENSATION: Southern Valley Schools provides, as required by law, worker's compensation insurance on all employees who are injured in completion of their duties. Medical and hospital expenses, as well as loss of time from work are covered at rates determined by the insurance contract.

UNUSED SICK DAYS FOR FULL TIME 12 MONTH EMPLOYEES: Southern Valley Schools will not provide reimbursement for any unused sick leave.

UNUSED SICK DAYS UPON LEAVING EMPLOYMENT: Any regular full time 12 month employee after being employed by the Southern Valley School System for three (3) years shall be entitled to compensation of unused sick days. This compensation shall be one-half (1/2) that employees' regular hourly wage rate and based on an eight (8) hour work day, up to a maximum of ten (10) days when leaving or retiring from the Southern Valley School System.

UNUSED VACATION DAYS UPON LEAVING EMPLOYMENT: Any regular full time 12 month employee after being employed by the Southern Valley School System for three (3) years shall be entitled to compensation of unused vacation days. This compensation shall be one-half (1/2) that employees' regular hourly wage rate and based on an eight (8) hour work day, up to a maximum of ten (10) days when leaving or retiring from the Southern Valley School System.

All leave accumulated for an employee working three years or less will terminate upon resignation, retirement, or termination of employment.

WAGES

NEW HIRES: All salaries are subject to experience and qualifications of new employee.

MILEAGE: Employees who are required to use personal vehicles for school business shall receive the mileage rate set by the Board of Education, with prior approval of the administrator.

All payroll periods run from the first of the month to the last day of the month, with payment of hours the month following. An example would be that all hours worked from September 1st to September 30th, will be paid in the October. All payroll checks are deposited on the 20th of each month unless the 20th falls on a weekend or holiday; in that case you are paid the day before the weekend or holiday.



**RECEIPT OF 2019-2020 CLASSIFIED EMPLOYEE HANDBOOK
OF Southern Valley Schools**

This signed receipt acknowledges receipt of the 2019-2020 Classified Employee Handbook of Southern Valley Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. Failure to sign and return this acknowledgement that you have read the Non-Certified Employee Handbook by the required date may result in disciplinary action of the employee.

Employee's Signature: _____

Date: _____

Return by August 20th, 2019:

Bryce Jorgenson
Southern Valley Schools