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2022 7:30 PM \par Conference Room at the Southern Valley Schools Junior/Senior High School

Building, Oxford, Nebraska

43739 Hwy 89

Oxford, NE 68967r\s15\ql

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Craig Baily: Present

Todd Brown: Present

Ryan Hunt: Present

Steve Hunt: Present

Mike Stalder: Present

Mike Taylor: Present

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{{AgendaItemStart}}

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. CONSENT AGENDA

Motion to approve the consent agenda Passed with a motion by Mike Stalder and a second

by Mike Taylor.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea,

Mike Taylor: Yea

2.1. Publication of Notice Verification

2.2. Notes Regarding Agenda/Additions

2.3. Approval of Agenda

2.4. Approval of Prior Minutes

2.5. Committee Reports

2.6. Financial/Expenditure Reports

3. RECOGNITION OF VISITORS

3.1. Public Comment

4. DISCUSSION ITEMS

4.1. Superintendent's Report

5. BUSINESS ITEMS

5.1. Approval of Claims

Motion to approve the bills of the General Fund, Activity Fund, Nutrition Fund and Building Fund provided by the administration Passed with a motion by Craig Baily and a second by Steve Hunt.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

5.1.1. General Fund Checks for Approval

5.1.2. Nutrition Fund Checks for Approval

5.1.3. Activity Fund Checks for Approval

5.1.4. Building Fund Checks for Approval

5.1.5. Bond Fund Checks for Approval

5.1.6. QCPUF Checks for Approval

5.2. Breakfast/Lunch Prices for 2022-2023

Discussion was held on the breakfast and lunch prices for the 2022-2023 school year. The funding on the current program that is allowing students to have free first meals is set to expire on September 30, 2022 and has not been renewed at the Federal or State level. The board decided that an increase is necessary due to the price of food going up. The new prices per meal will be: Breakfast: PreK-6 \$2.25, 7-12 \$2.35 and Adults \$2.50; Lunch: PreK-6 \$2.90, 7-12 \$3.15 and Adults \$3.85. A motion to approve the new prices Passed with a motion by Steve Hunt and a second by Craig Baily.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

5.3. Sub Rate for 2022-2023

Discussion was held on raising the substitute teacher rate for the 2022-2023 school year. The daily rate has been \$115/day and after nine consecutive days for the same teacher the rate was \$160/day (long-term substitute). A motion to raise the regular daily rate to \$125 and the long-term rate to \$175/day Passed with a motion by Steve Hunt and a second by Todd Brown.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

5.4. Para Salary Scale

A motion to amend the Para Pay Schedule to add the Full-time Substitute, so they would also be paid based on years of experience, Passed with a motion by Craig Baily and a second by Mike Taylor.

Todd Brown: Nay, Craig Baily: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

5.5. Approve Handbooks for 2022-2023

Discussion was held on the updates to the handbooks including the new dress code. The student/teacher group met to revise the dress code to simplify the expectations of clothing, jewelry, etc. and added the option to wear hats on Fridays with some exceptions. A motion to approve all handbooks with edits for the breakfast/lunch prices Passed with a motion by Craig Baily and a second by Mike Taylor.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

5.6. Brianna Jorgenson Washington Trip

Discussion was held on Brianna Jorgenson's trip to Washington DC to be recognized for her 1st place finish in the Congressional Art Competition. Southwest Airlines is paying for the plane tickets for all winners to be present at the ceremony and the cost of the hotel room is requested to be reimbursed. As in years past the school has paid for rooms and mileage for student to be present at prestigious events including National FFA, Geography Bees, etc. A motion to reimburse the cost of the hotel room Passed with a motion by Steve Hunt and a second by Craig Baily.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

6. NEXT MEETING July 11, 2022 at 8:00 am

7. MOTION TO ADJOURN

Motion to Adjourn at 8:43 pm Passed with a motion by Craig Baily and a second by Mike Taylor.

Craig Baily: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Mike Stalder: Yea, Mike Taylor: Yea

Board of Education Meeting
May 9, 2022 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 Ryan Hunt at 8:03 pm. The roll was called and the following members were present: Todd Brown, Craig Baily, Mike Stalder and Mike Taylor. Members absent: Steve Hunt, excused. Others present: Superintendent Bryce Jorgenson, Elementary Principal Mark Grove, Secondary Principal Jeff Linden 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.

Motion to approve the consent agenda passed with a motion by Mike Taylor and a second by Craig Baily.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Time was allowed for public comment. No public comment.

Elementary Principal, Mark Grove reported that the students have finished NSCAS Testing, they had the AR Movie Party in Oxford for those that qualified, they are enjoying field trips, Preschool had their last day on May 5th and the Promotion on May 10th. Upcoming events are May 17th-Elementary Field Day, last day for students and 6th Grade Promotion at 7:00 pm; May 18th-Teacher Workday; May 25th-Reports Cards to go out. Summer Camp will be held on Tuesdays, Wednesdays and Thursdays in June beginning on June 7th.

Secondary Principal, Jeff Linden reported that the high school students have also completed their NSCAS testing and the teacher policy committee met and updated the Attendance, Dress Code and Grading Policies. The teacher committee also met with the Student Council members so they could take into consideration their thoughts and opinions for the changes. In Mrs. Jorgenson's high school art, students had artwork displayed at McCook Community College and awards were given to Rebekah Taylor-3rd place drawing, Rylee Smith-Judges Choice Digital Drawing, Brianna Russel-3rd place Ceramics, Elizabeth Meyers-Judges Choice Mixed Media and Brooklyn Santifer-Judges Choice Ceramics. Students also attended the Ft. Hays State University art exhibit and awards were given to Hannah Henry, Elizabeth Meyers (3 awards), Brianna Russell (2 awards), Carlyn Stephen, Alivia Taylor, Rebekah Taylor (3 awards), Brianna Jorgenson (2 awards), Mackenzi Kring, Kimberly Seija, Keira Wasenius (2 awards), Rylee Smith (2 awards), Brynn Baily, Emma Jordan and Brooklyn Santifer (2 awards). Congrats to Brianna Jorgenson for receiving 1st place for District 3 in Nebraska in the Congressional Art Competition. Congressman Adrian Smith came to SV to present her the award and Brianna's portrait is to be displayed in the capitol building in Washington DC for one year! Mrs. Krejdl's students were asked to pick something they were proud of this school year, each student received a certificate of appreciation and the certificates are displayed in Mrs. Krejdl's room. The students had many accomplishments this year!

Activities Director, Brandon Marquez wanted to recognize and congratulate SV Journalism on being the Class C State Runner Up! The medal Winners at state were: Broadcast Sports Story-Adeline Hunt and Jenna Hunt, State Champions; Information Graphic-Shae Mitchell, State Champion and Shelby Rickert, 6th; Photo/Artistic Illustration-Elizabeth Meyers, State Champion, Celia Zetterburg, 3rd, Rayn Johnson, 4th; Column Writing-Elizabeth Meyers, State Champion, Celia Zetterburg, 8th; In Depth News Coverage-Alison Adams, Vanesa Aguayo, Shyloh Gavierez, Rylee Smith and Laurel Stalder, State Runner Up, Ann Bose, Adeline Hunt, Shae Mitchell, Kady Wilcock and Camden Wright, 5th, Rayn Johnson, Ashley Marcum, Elizabeth Meyers, Victoria Meyers and Carlyn Stephen, 6th; Sports Action Photography-Shae Mitchell, State Runner Up; Editorial Writing-Ashley Marcum, State Runner Up; Headline Writing-Keira Wasenius, 3rd; Newspaper Sports Feature Writing-Adeline Hunt, 4th, Jenna Hunt, 6th, Carlyn Stephen, 8th; Newspaper Feature Writing-Camden Wright, 6th, Shelby Rickert, 7th; Yearbook Theme Development-Ashley Marcum, Elizabeth Meyers, Shelby Rickert, Carlyn Stephen, 7th; Newspaper News Writing-Lily Holste, 7th, Shyloh Gavierez, 8th; Sports News Writing-Gabe Grove, 7th, Alyson Adams, 8th; Newspaper Layout-Ashton Kirkendall, 8th; Public Service Announcement-Ashley Marcum and Carlyn Stephen, 8th; Editorial Cartoon-Alyson Adams, 8th; Yearbook Feature Writing-Vanesa Aguayo, 8th; Yearbook Theme Copy Writing-Shyloh Gavierez, 8th. Congrats to Kamden Bose for being the RPAC Golf individual Champion and the Golf Team for being 2nd in the RPAC Tournament. Congrats to Ann Bose for being the RPAC Champion in the Girls High Jump and the SV Girls Track Team for being 4th in the RPAC Track Meet. Congrats to the new 2022-2023 National Honor Society Inductees: Ann Bose, Kamden Bose, Gabe Grove, Esmeralda Aguayo-Limon, Sarah Holste, Lily Holste and Ashton Kirkendall. Congrats to the Spring 2022 NSAA Academic All State Winners: Music-Shelby Rickert and Elizabeth Meyers; Journalism-Shelby Rickert and Elizabeth Meyers; Girls Track & Field-Brianna Russell and Cierra Dringman; Boys Track & Field-Trevor Brown and Gabe Grove; Golf-Kamden Bose and Dalton Burgeson. Congrats to the SV Jr. Shooters, Future Problem Solvers and Journalism on great seasons. The state FBLA Winners were: Help Desk-Kolby Hunt, 8th; Marketing-Nathan McPhillamy and Esmeralda Aguayo-Limon, 8th; Banking & Financial Systems-Bryson Warner and Gabe Grove, 8th; Sports & Entertainment Management-Kamden Bose and Isaak McPhillamy, 6th. Congrats to the NSAA Nebraska State College System Multi-Activity Student Award Winners. SV place 8th overall in Class C with 57 students being named! A big THANK YOU to the Custodial Staff for their hard work with all of the events that we have hosted in the past six weeks. You have done a great job! Thank you to the volunteers at the Cardinal Country Club for working hard to get the golf course in shape so we were able to host RPAC and the Dennis Knipping Invite! Thanks to Mrs. Stalder and Mr. Elliot for all of their work for the 5th/6th Honor Band and the District Music Contest that was held at SV. The 2022-2023 Schedules will be released on May 27th; the 2022 Summer Weights Schedule was released on May 2nd. The 2022-2023 Coaching Assignments are Football-Head Coach, Justin Adams and Assistants, TJ Vacura and Doug Brown; Volleyball-Head Coach, Ali Hosier and Assistant, Amanda Adams; Cross Country-Head Coach, Kristi Bose and Assistant, Tom Schoenfelder; Softball-Head Coach, Brad Reaves and Assistant, JD Wolzen; Unified Bowling-Tina Brown; Bowling-Girls Head Coach, Holly Hunt and Boys Head Coach, Leo Hinkle; Wrestling-Head Coach, Dexter Becker and Assistant, Dave Becker; Girls Basketball-Head Coach, Richard McDonald and Assistant, Justin Adams; Boys Basketball-Head Coach, Jimmy Sindelar and Assistant, Ryan Spry; Track & Field-Head Coach, Tom Schoenfelder and Assistants, Leo Hinkle, Larry Guy, Richard McDonald and Ali Hosier; Golf-Head Coach, Jeremy Epp. Upcoming Events: District Track at SV on May 12th and Athletic Banquet on May 16th at 6:30 pm.

Superintendent, Bryce Jorgenson, updated the board on the bus barn still needing two overhead doors installed as well as 2 walk-through doors and the concrete approach. They have poured concrete for the new playground and should start the rest next week. Summer Hours will be 8:00 am – 2:00 pm Monday through Thursday. There will be an adjustor coming out to look at the vehicles and roof from the previous hail storm as they sustained some substantial damage. Layton is looking at options for a 12 passenger Ford Transit van as some of the current vans are high mileage and breaking down often.

There was discussion on the Legislative Bills that passed and some that may affect our district are LB 852 which would require behavioral health points of contact, provide for mental health first aid training and change education innovation grants, LB 888 which would require the State Board of Education to adopt standards for education on the Holocaust and other acts of genocide and LB 1112 which adopts the Computer Science and Technology Education Act and provide and change graduation requirements and academic content standards. Other notable bills being LB 1218 which adopts the Teach in Nebraska Today Act to provide for income tax adjustments and change provisions relating to certification of school employees and student loan forgiveness and LB 873 which changes provisions relating to corporate and individual income taxes, taxation of social security benefits and property tax credits.

A motion to approve the bills of the General Fund, Activity Fund, Nutrition Fund, Bond Fund and Building Fund provided by the administration passed with a motion by Mike Stalder and a second by Mike Taylor.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

A motion to approve the letter of resignation from Madi Gilg at the end of her 2021-2022 contract passed with a motion by Craig Baily and a second by Mike Taylor.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

A motion to allow Mr. Jorgenson to choose a company to seal the area on the roof that continually leaks, after a second bid is obtained, passed with a motion by Craig Baily and a second by Mike Stalder.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

A motion to offer a Secondary Principal contract for \$90,000 to Joshua Lanik for the 2022-2023 school year passed with a motion by Craig Baily and a second by Mike Stalder.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

A motion to recondition the weight room in the upcoming year passed with a motion by Craig Baily and a second by Mike Taylor.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

A motion to trade in the old Grasshoper mower for a new one in the amount of \$10,700 passed with a motion by Mike Stalder and a second by Mike Taylor.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Absent

Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

A motion to approve a 2.5% increase in the annual salary for non-certified staff passed with a motion by Ryan Hunt and a second by Mike Taylor.

Craig Baily Yes
Todd Brown Yes
Steve Hunt Absent
Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

The next regular meeting is scheduled for June 13th, 2022 at 7:30 pm.

Meeting adjourned at 9:33 pm with a motion by Todd Brown and a second by Mike Taylor.

Dated this 12th day of May, 2022.

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

ATTEST: Stacey Shafer, Recording Secretary

Board Report
June, 13, 2022

1. AD reporting

-Congrats to the Boys Golf team on qualifying for the State Tournament with a 3rd place finish at Districts. At state they placed 8th as a team. We did not have any individual placers but we played very well. Braxton Hammond and Kamden Bose both placed the highest tied for 22nd.

- Congrats to Ann Bose for placing 4th in Class C High Jump. She also broke the school record with a jump of 5'5" at Districts.

- Congrats to Brianna Russell for placing 7th in Class C High Jump. She competed at state the 3 years she had the opportunity to, and also placed every single year.

- Congrats to Mitchell Wilson, Trevor Brown, and Cierra Dringman for qualifying for the State Track Meet and representing our school very well.

2. ELEM Principal Report

-Summer School Numbers - 47

3. Update on Summer Projects

- a. Bus Barn
- b. Playground

4. Hail Damage Update

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Ag Valley Coop	162780 5/25/2022	Bus Fuel	2,970.97
Total Ag Valley Coop			<u>2,970.97</u>
Alma Auto Parts	14766-111730	Bus Maintenance	673.86
Total Alma Auto Parts			<u>673.86</u>
Amazon Capital Services	1CDM-FYLN-XTWR	FCS Teaching Supplies	181.82
Amazon Capital Services	1D6K-GPCD-YLM3	Teaching Supplies	26.97
Amazon Capital Services	1F1P-XKQP-H679	1:1 Supplies	83.33
Amazon Capital Services	1FJM-1JLV-NQT6	Teaching Supplies	903.65
Amazon Capital Services	1KD4-Q1K9-GGPN	Elementary Library Books	57.93
Amazon Capital Services	1LH4-KLML-JJCF	Teaching Supplies	5.99
Amazon Capital Services	1MJ9-XDLH-K61H	Teaching Supplies	33.53
Amazon Capital Services	1MJK-117X-VLLG	General Supplies	64.65
Amazon Capital Services	1N9N-X11M-3CYM	Teaching Supplies	1,150.76
Amazon Capital Services	1W9X-HXVH-44Q9	Teaching Supplies	46.04
Amazon Capital Services	1WD6-9Y6V-QN7L	Teaching Supplies	166.61
Total Amazon Capital Services			<u>2,721.28</u>
American Red Cross	22425946	First Aid/CPR	30.00
Total American Red Cross			<u>30.00</u>
American Souvenirs and Gifts	244656	Teaching Supplies	103.67
Total American Souvenirs and Gifts			<u>103.67</u>
Apple Inc	AJ00968721	Macbook Replacement	23,370.00
Total Apple Inc			<u>23,370.00</u>
Beaver City Municipal Plant	421000 5/18/22	Bus Barn Utilities	15.53
Total Beaver City Municipal Plant			<u>15.53</u>
Beaver Creek Mowing	635925	Mowing-May	3,450.00
Total Beaver Creek Mowing			<u>3,450.00</u>
Becker, Dexter	Becker 6-13-2022	Fuel Reimbursement	145.00
Becker, Dexter	DBecker 6-13-22	Fuel Reimbursement	174.02
Total Becker, Dexter			<u>319.02</u>
Blick Art Materials	8563851	Teaching Supplies	8.32
Blick Art Materials	8687445	Teaching Supplies	33.72
Total Blick Art Materials			<u>42.04</u>
Bose, Joey	JB2122math01	Teaching Supplies	125.00
Bose, Joey	JB2122math03	Teaching Supplies	147.31
Total Bose, Joey			<u>272.31</u>
Comdata Corporation	XE887 6/1/22	Bus Fuel	388.27
Total Comdata Corporation			<u>388.27</u>
Computer Hardware	147173	IPad Repair	179.00
Total Computer Hardware			<u>179.00</u>

Vendor Name	Invoice Number	Description	Amount
Dannehl, Linda	FCS 6-13-22	FCS Teaching Supplies	93.24
Total Dannehl, Linda			<u>93.24</u>
Deep Space Sparkle, Inc.	DSS-0692899	Teaching Supplies	379.00
Total Deep Space Sparkle, Inc.			<u>379.00</u>
Dish Network	4465 05/20/22	Utilities	216.36
Total Dish Network			<u>216.36</u>
Egan Supply Co.	352018	Teaching Supplies	158.24
Total Egan Supply Co.			<u>158.24</u>
Electrical Engineering & Equipment	7461997-00	Custodial Supplies	96.84
Electrical Engineering & Equipment	7461997-01	Custodial Supplies	290.52
Total Electrical Engineering & Equipment			<u>387.36</u>
Engel's Sales & Service	88876	Maintenance	136.85
Total Engel's Sales & Service			<u>136.85</u>
Esu #11	2122-3-12	3rd Quarter 21-22 Services	21,552.74
Esu #11	4126	3rd Qtr In-Service/HAL 2nd Sem.	3,078.00
Total Esu #11			<u>24,630.74</u>
Felzien, Jen	Felzien 6-13-22	Mileage Reimbursement	176.67
Total Felzien, Jen			<u>176.67</u>
Frontier Communications	2222-082595-2 5/7/22	Telephone	453.79
Frontier Communications	2222-082595-2 6/7/22	Telephone	453.83
Frontier Communications	9966 072808-2 5/7/22	Telephone	203.27
Frontier Communications	9966-072808-2 6/7/22	Telephone	203.27
Total Frontier Communications			<u>1,314.16</u>
GOPHER - NW 5634	IN165772	Teaching Supplies	294.25
Total GOPHER - NW 5634			<u>294.25</u>
Harlan County Journal	56212	Board Minutes & Claims	176.15
Total Harlan County Journal			<u>176.15</u>
Harris School Solutions	DATMN0000810	Software Renewal	820.47
Total Harris School Solutions			<u>820.47</u>
Holmes Plumbing & Heating	286857	Custodial Supplies	331.42
Holmes Plumbing & Heating	288703	Custodial Supplies	376.73
Total Holmes Plumbing & Heating			<u>708.15</u>
Home Depot Pro	687269043	Custodial Supplies	174.99
Home Depot Pro	687783969	Custodial Supplies	191.93
Total Home Depot Pro			<u>366.92</u>
HomeTown Leasing	12794512 049	Copier Lease	3,354.16
Total HomeTown Leasing			<u>3,354.16</u>
Husker Hardware LLC	668	Custodial Supplies	275.11

Vendor Name	Invoice Number	Description	Amount
Husker Hardware LLC	706 Gen	Custodial Supplies	408.10
Total Husker Hardware LLC			683.21
Inspire Rehabilitation	INV-04556	Physical Therapy Services	513.18
Total Inspire Rehabilitation			513.18
Jeff Lange Counseling LLC	1 6/1/2022	Counseling Services	721.37
Total Jeff Lange Counseling LLC			721.37
JENNIFER SCHUTZ,OTR/L	951498 5/31/22	Occupational Therapy Services	2,212.60
Total JENNIFER SCHUTZ,OTR/L			2,212.60
Jim's OK Tire Inc	125612	Bus Maintenance	1,046.66
Jim's OK Tire Inc	125621	Bus Maintenance	618.68
Total Jim's OK Tire Inc			1,665.34
Jorgenson, Bryce	Jorgenson 6-13-22	Telephone Reimbursement Jan-June 2022	483.28
Total Jorgenson, Bryce			483.28
KEARNEY QUALITY SEW & VAC	56391	Teaching Supplies	324.95
Total KEARNEY QUALITY SEW & VAC			324.95
Kelley's Super Market Inc	2222 5/2/22	General & Teaching Supplies	363.15
Kelley's Super Market Inc	2222 6/1/22	General Supplies	205.18
Kelley's Super Market Inc	22221 5/2/22	FCS Teaching Supplies	225.17
Total Kelley's Super Market Inc			793.50
Laborie Land Works LLC	1526	Professional Services	900.00
Total Laborie Land Works LLC			900.00
Lakeshore Learning Materials	858285050222	FCS Teaching Supplies	573.85
Total Lakeshore Learning Materials			573.85
LINDA EHRKE	Ehrke 6-13-22	PreK/6th Promotion Cakes	270.00
Total LINDA EHRKE			270.00
Linden, Jeff	Linden 6-13-22	Telephone Reimbursement	104.11
Total Linden, Jeff			104.11
Mark Grove	Grove 6-13-22	Summer School Snacks	42.00
Total Mark Grove			42.00
Marquez, Brandon	Marquez 6-13-22	Telephone Reimbursement April-May	171.44
Total Marquez, Brandon			171.44
McGraw-Hill School Education Holdings, LLC	122956923001	Teaching Supplies	12.45
Total McGraw-Hill School Education Holdings, LLC			12.45
MCI	08683584723 5/16/22	Telephone	145.18
Total MCI			145.18
Menards	33037	Custodial Supplies	75.77
Menards	35278	Custodial Supplies	54.74

Vendor Name	Invoice Number	Description	Amount
Total Menards			<u>130.51</u>
Midamerican Research Chemical	0761828-IN	Custodial Supplies	3,360.80
Midamerican Research Chemical	0763760-IN	Custodial Supplies	6,016.55
Total Midamerican Research Chemical			<u>9,377.35</u>
Midwest Technology Products	2128753-00	General Supplies	102.53
Total Midwest Technology Products			<u>102.53</u>
Nasco	278338	Teaching Supplies	551.68
Total Nasco			<u>551.68</u>
NCSA	NCE 6-6-22	NCE Conference-C. Reiman	365.00
Total NCSA			<u>365.00</u>
NE State Fire Marshal/Boiler Div	124582	Boiler Inspection/Certiicate	216.00
Total NE State Fire Marshal/Boiler Div			<u>216.00</u>
Nebraska Ag Educators	NAEA 6-13-22	Professional Fee Renewal 2022-23	235.00
Total Nebraska Ag Educators			<u>235.00</u>
Nebraska Safety Center	57-10083	Transportation Course-M. Schwanz	200.00
Total Nebraska Safety Center			<u>200.00</u>
Northern Tool & Equipment-Capital One Trade Credit	50192936	1 Year Renewal	39.99
Total Northern Tool & Equipment-Capital One Trade Credit			<u>39.99</u>
NRCSA	SC 0088	2022 Spring Conference	210.00
Total NRCSA			<u>210.00</u>
One Call Concepts, Inc.	2050695	Locate Fee	2.36
Total One Call Concepts, Inc.			<u>2.36</u>
Oxford Super Market	13 5/3/22	Principal Supplies	172.83
Oxford Super Market	540 5/3/22	Teaching Supplies	132.40
Oxford Super Market	540 6/1/22	Teaching Supplies	114.78
Total Oxford Super Market			<u>420.01</u>
Oxford Utilities	7704 5/31/22	Utilities	660.75
Oxford Utilities	7914 5/19/22	Bus Barn Utilities	37.56
Total Oxford Utilities			<u>698.31</u>
Parco Scientific Company	PU115690W	Teaching Supplies	3.59
Total Parco Scientific Company			<u>3.59</u>
Really Good Stuff, Inc.	7936099	Teaching Supplies	133.06
Total Really Good Stuff, Inc.			<u>133.06</u>
S & W Auto Parts	737060	Bus Maintenance	43.98
S & W Auto Parts	737168	Bus Maintenance	2.93
S & W Auto Parts	737421	Bus Maintenance	151.99
S & W Auto Parts	737577	Bus Maintenance	48.46
S & W Auto Parts	737597	Bus Maintenance	59.96

Vendor Name	Invoice Number	Description	Amount
S & W Auto Parts	737620	Bus Maintenance	179.88
Total S & W Auto Parts			<u>487.20</u>
S&S Worldwide	IN100999244	General Supplies	251.25
Total S&S Worldwide			<u>251.25</u>
Schmidt, Leighton	Schmidt 6-13-22	Telephone Reimbursement April-May	146.80
Total Schmidt, Leighton			<u>146.80</u>
School Health Corporation	4054938-00	General Supplies	333.95
Total School Health Corporation			<u>333.95</u>
School Specialty Inc	208130052636	Teaching Supplies	149.04
Total School Specialty Inc			<u>149.04</u>
Schwanz, Mike	Schwanz 6-13-22	Reimburse Mileage-Training	171.99
Total Schwanz, Mike			<u>171.99</u>
Sinclair Oil Corporation	737 5058 5/28/22	Bus Fuel	1,423.92
Total Sinclair Oil Corporation			<u>1,423.92</u>
Southwest Ne Physical Therapy	03138	Physical Therapy Services	280.00
Southwest Ne Physical Therapy	03141	Physical Therapy-May	140.00
Total Southwest Ne Physical Therapy			<u>420.00</u>
SPORTS SAFE Testing Service	12119	Drug Testing	287.00
SPORTS SAFE Testing Service	12186	May Drug Testing	246.00
Total SPORTS SAFE Testing Service			<u>533.00</u>
Stewart Tree Service	21495	Custodial Services	100.00
Total Stewart Tree Service			<u>100.00</u>
SysCloud, Inc.	IN20220433332	Web Based Software	1,104.00
Total SysCloud, Inc.			<u>1,104.00</u>
TCI	INV92372	Social Studies License	5,800.00
Total TCI			<u>5,800.00</u>
TEACHER DIRECT	INV/2022/8276	Teaching Supplies	245.12
Total TEACHER DIRECT			<u>245.12</u>
Transportation Safety Systems	2202	ELDT-Mike Schwanz	30.00
Total Transportation Safety Systems			<u>30.00</u>
Twin Valley Automotive LLC	1555	Bus Maintenance	275.00
Total Twin Valley Automotive LLC			<u>275.00</u>
Twin Valleys Public Power	729 6/7/22	Utilities	9,542.19
Total Twin Valleys Public Power			<u>9,542.19</u>
TwoPturf, LLC	3881	Turf Program	2,270.42
Total TwoPturf, LLC			<u>2,270.42</u>

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
ULINE	149359828	Teaching Supplies	98.14
Total ULINE			<hr/> 98.14
Valley Voice	28962 5/1/22	Board Minutes	162.94
Valley Voice	29214	Board Minutes	399.66
Total Valley Voice			<hr/> 562.60
Verizon Wireless	9906586617	Telephone	80.10
Total Verizon Wireless			<hr/> 80.10
Viaero Wireless	595461 6/1/22	1:1 Computers	195.50
Viaero Wireless	595461 7/2/22	1:1 Computers	195.50
Total Viaero Wireless			<hr/> 391.00
Village of Stamford	0-1-5 5/6/22	Utilities	640.00
Village of Stamford	1152-1-1151 6/6/22	Water Softball Field	877.00
Total Village of Stamford			<hr/> 1,517.00
Virco Inc.	1575994	General Supplies-Chairs	1,583.05
Total Virco Inc.			<hr/> 1,583.05
Weathercraft Companies	7655	Roof Repair	338.00
Total Weathercraft Companies			<hr/> 338.00
Wells Fargo Card Services	0842 5/23/2022	Credit Card Charges	224.82
Wells Fargo Card Services	0875 5/23/2022	Credit Card Charges	105.04
Wells Fargo Card Services	0909 5/23/2022	Credit Card Charges	618.70
Total Wells Fargo Card Services			<hr/> 948.56
Woodward's Disposal Service, Inc.	NO9065-2836	Utilities	40.00
Total Woodward's Disposal Service, Inc.			<hr/> 40.00
Fund Number 01			<hr/> 118,892.85
Checking Account ID 1			<hr/> 118,892.85

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 2	Fund Number 02	DEPRECIATION FUND	
Hi-Line Motors LLC	06062022-9	2022 725D Grasshopper 72" Deck	10,700.00
Total Hi-Line Motors LLC			<hr/> 10,700.00
Fund Number 02			<hr/> 10,700.00
Checking Account ID 2			<hr/> 10,700.00

Furnas County School District 540
Board Report - Payroll

Juene 17,2022

Gross Payroll	361,660.82
Payroll Taxes	27,087.21
Health/Dental/HSA	104,352.02
Life Insurance	203.45
Retirement	34,337.87
Total Payroll Expenses	<u>\$ 527,641.37</u>

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 6	Fund Number 06	NUTRITION FUND	
Cash-wa Distributing	13361280	Lunch-Supplies & Food	1,670.50
Cash-wa Distributing	13370551	Lunch-Supplies & Food	572.28
Cash-wa Distributing	13370552	Lunch-Food	51.18
Total Cash-wa Distributing			<hr/> 2,293.96
Hogeland's Market	228 6/1/22	Cleaning Supplies	22.84
Total Hogeland's Market			<hr/> 22.84
Kelley's Super Market Inc	22222 5/2/22	Lunch-Food	64.80
Total Kelley's Super Market Inc			<hr/> 64.80
SV General	Nutrition PR 6-17-20	Nutrition Fund 6-17-2022 PR Reimbursemen	12,619.43
Total SV General			<hr/> 12,619.43
US Foods	3905371	Lunch-Supplies & Food	828.67
US Foods	4069693	Lunch-Supplies & Food	521.82
Total US Foods			<hr/> 1,350.49
Fund Number 06			<hr/> 16,351.52
Checking Account ID 6			<hr/> 16,351.52

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 5	Fund Number 05	ACTIVITY FUND	
Ag Valley Coop	162780 5-25-22	Jr Shooters Fuel-State Trap	175.39
Ag Valley Coop	162785 5/25/22	Concessions	1,133.49
Ag Valley Coop	926059	10 Ac. Corn-Dry Application	2,644.08
Ag Valley Coop	927155	FFA Corn-Chemical	408.08
Total Ag Valley Coop			<u>4,361.04</u>
American Red Cross	22422946	Student CPR/First Aid	15.00
Total American Red Cross			<u>15.00</u>
Becker, Dexter	Becker 6-13-22	UNK Wrestling Camp Lodging	734.92
Total Becker, Dexter			<u>734.92</u>
Best Western Inn	116129	State Golf Rooms	192.00
Best Western Inn	116130	State Golf Rooms	192.00
Best Western Inn	116131	State Golf Rooms	192.00
Best Western Inn	1835 6/3/22	District Golf Rooms	288.00
Total Best Western Inn			<u>864.00</u>
Cambridge Public Schools	BBB 6-20-22	Cambridge BBB Camp 6/20/22	50.00
Total Cambridge Public Schools			<u>50.00</u>
Cash-wa Distributing	13362727	Concessions	495.75
Cash-wa Distributing	13371219	Concessions	564.08
Total Cash-wa Distributing			<u>1,059.83</u>
CDI Corp	234446	Record Board Exp.	116.00
Total CDI Corp			<u>116.00</u>
Cozad Public School	BBB 6-29-22	Cozad BBB Camp	175.00
Cozad Public School	RM2223GBB	Cozad BB Camp	125.00
Total Cozad Public School			<u>300.00</u>
Designs by Nichol	Cheer 5-31-22	Cheer Shirts	387.00
Total Designs by Nichol			<u>387.00</u>
Engen, Jaden	Engen 6-13-22	BBB Activity	500.00
Total Engen, Jaden			<u>500.00</u>
EPIC FOOTBALL	FB6622 JA	FB Team Camp & Passing Camp	1,720.00
Total EPIC FOOTBALL			<u>1,720.00</u>
Fletcher, Caden	Fletcher 5-19-22	Student Labor-8.5 hours	85.00
Total Fletcher, Caden			<u>85.00</u>
Flower Patch, The	1069 4/30/22	Flowers	171.50
Flower Patch, The	1069 6/1/22	Graduation Flowers	1,229.25
Total Flower Patch, The			<u>1,400.75</u>
Hamilton, Chad	Hamilton 5-11-22	Coaches Apparel	50.00
Total Hamilton, Chad			<u>50.00</u>
Hays City Sportsmen's Club	5-11-22	Jr. Shooters-Rocks	850.50

Vendor Name	Invoice Number	Description	Amount
Total Hays City Sportsmen's Club			850.50
Hogeland's Market	155 6/1/22	Special Projects	96.90
Total Hogeland's Market			96.90
Horwart, Prestin	Horwart 5-19-22	Student Labor-10 hours	100.00
Total Horwart, Prestin			100.00
HUNT, HOLLY	Hunt 5-19-22	Bowling Awards	65.26
Total HUNT, HOLLY			65.26
Husker Hardware LLC	669	FFA Greenhouse	89.95
Husker Hardware LLC	706 FFA	FFA Greenhouse	23.98
Total Husker Hardware LLC			113.93
Image Tech & Printing	9312	Spring Sports Shirts	523.00
Image Tech & Printing	9313	State Track Shirts	609.00
Total Image Tech & Printing			1,132.00
Innovative Protectives Inc.	0253378	Pit Mat	4,350.00
Total Innovative Protectives Inc.			4,350.00
Karash, Abree	Karash 5-19-22	Student Labor-2.5 hours	25.00
Total Karash, Abree			25.00
Kearney Catholic High School	BBB 6-17-22	KCHS Basketball Camp 6/17/22	150.00
Kearney Catholic High School	BBB 6-24-22	KCHS BBB Camp 6-24-22	150.00
Total Kearney Catholic High School			300.00
Kelley's Super Market Inc	2222 5-2-2022	Dist. Music & Elem. Library Supplies	181.87
Kelley's Super Market Inc	2222 6-1-22	District Track	52.91
Total Kelley's Super Market Inc			234.78
Koster, Kanon	Koster 6-13-22	BBB Activity	500.00
Total Koster, Kanon			500.00
Kristi Bose	Bose 5-11-22	Flashing Lights-Cross Country	24.00
Total Kristi Bose			24.00
Lanham, Mike	Lanham 5-12-22	Dist. Track Starter	240.00
Total Lanham, Mike			240.00
Lincoln Children's Zoo	11	Field Trip	150.00
Total Lincoln Children's Zoo			150.00
McDonald, Emily	McDonald 5-19-22	PBIS ice cream reimbursement	75.79
Total McDonald, Emily			75.79
MEREDITH MCQUAY	McQuay 5-19-22	PBIS ice cream reimbursement	36.25
MEREDITH MCQUAY	McQuay 5-31-22	PBIS Ice Cream Supplies	70.67
Total MEREDITH MCQUAY			106.92
Misko Sports Inc	INV-0983	Golf Polos	369.93

Vendor Name	Invoice Number	Description	Amount
Misko Sports Inc	INV-0997	Coaches Apparel	300.00
Misko Sports Inc	INV-1001	Softballs	373.00
Misko Sports Inc	INV-1008	Weight Room Activity	188.00
Misko Sports Inc	INV-1021	Dist. Track Supplies	167.00
Misko Sports Inc	INV-1114	Wrestling Activity	1,030.00
Total Misko Sports Inc			2,427.93
Murray, Colin	Murray 6-13-22	BBB Activity	450.00
Total Murray, Colin			450.00
NAEA District 11	FFA 5-19-22	NAEA District Dues	250.00
Total NAEA District 11			250.00
Nat. Assoc. School Principals	9001595516	NHS Dues	385.00
Total Nat. Assoc. School Principals			385.00
Nebraska Schools Athletic Association	NSAA 22-23	2022-23 Activities Registration Form	1,500.00
Nebraska Schools Athletic Association	NSAA 5-12-22	District Track	607.10
Total Nebraska Schools Athletic Association			2,107.10
Oxford Locker	58224	5/6 Honor Band	318.89
Oxford Locker	58283	Athletics	94.71
Oxford Locker	58428	Dist. Track Hospitality	625.82
Oxford Locker	58479	Athletic Banquet	59.88
Oxford Locker	V*58224	5/6 Honor Band	(318.89)
Oxford Locker	V*58283	Athletics	(94.71)
Total Oxford Locker			685.70
Oxford Super Market	13 5-3-2022	RPAC Golf Supplies	10.48
Oxford Super Market	13 6-1-22	Concessions	476.62
Oxford Super Market	540 5-3-2022	Dist. Music & RPAC Golf Supplies	231.03
Oxford Super Market	540 6-1-22	Golf/Track/PBIS/Concessions	238.06
Total Oxford Super Market			956.19
Patricia Hansen	Hansen 5-31-22	Deep Space Membership	379.00
Total Patricia Hansen			379.00
Precision Signs and Graphics LLC	7920	State Banners	710.00
Total Precision Signs and Graphics LLC			710.00
Preitaur, Cauy	Preitauer 5-19-22	Student Labor-130 hours	1,300.00
Total Preitaur, Cauy			1,300.00
Richmond, Don	Richmond 5-12-22	Dist. Track Referee	267.00
Total Richmond, Don			267.00
St. Pat's Activities	Golf 5-16-22	District Golf 5-16-22	40.00
Total St. Pat's Activities			40.00
Stadium System	IRFB-2249265	Helmet Reconditioning	1,383.00
Total Stadium System			1,383.00
Stuhr Museum of the Prairie Pioneer	1190	Field Trip	90.00

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Total Stuhr Museum of the Prairie Pioneer			<hr/> 90.00
Trustworthy Hardware	050648	Dist. Track Supplies	123.01
Total Trustworthy Hardware			<hr/> 123.01
Twirly Bird Cafe & Bakery, The	StuCo 5-13-22	Elem StuCo Activity	133.74
Total Twirly Bird Cafe & Bakery, The			<hr/> 133.74
Wells Fargo Card Services	0842 5/23/22	Credit Card Charges	2,562.75
Wells Fargo Card Services	0867 5/23/22	Credit Card Charges	302.64
Wells Fargo Card Services	0875 5/23/22	Credit Card Charges	1,102.44
Wells Fargo Card Services	0909 5/23/22	Credit Card Charges	588.32
Total Wells Fargo Card Services			<hr/> 4,556.15
XGrain Sportswear	210362	Track Jackets	1,368.00
Total XGrain Sportswear			<hr/> 1,368.00
Fund Number 05			<hr/> 37,620.44
Checking Account ID 5			<hr/> 37,620.44

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 8	Fund Number 08	BUILDING FUND	
Husker Hardware LLC	706	Bus Barn Storage Materials	901.84
Total Husker Hardware LLC			<hr/> 901.84
Fund Number 08			<hr/> 901.84
Checking Account ID 8			<hr/> 901.84

2021-2022 Prices

Breakfast

PK-6 \$2.15

7-12 \$2.20

Adults \$2.35

Lunch

PK-6 \$2.75

7-12 \$3.00

Adults \$3.70

2022-2023 Prices

Breakfast

PK-6 \$2.25

7-12 \$2.35

Adults \$2.50

Lunch

PK-6 \$2.90

7-12 \$3.15

Adults \$3.85

	Regular/ELL/Title Para	SPED Para	2nd Language Fluent Para	High Needs SPED Para, Full time Sub							
1	\$12.00	\$12.75	\$13.50	\$14.25							
2	\$12.36	\$13.13	\$13.91	\$14.68							
3	\$12.73	\$13.53	\$14.32	\$15.12		Add ons:					
4	\$13.11	\$13.93	\$14.75	\$15.57		\$.50/hr for riding the bus					
5	\$13.51	\$14.35	\$15.19	\$16.04		\$.50/hr for being MANDT Trained. (We will pay for cost of training)					
6	\$13.91	\$14.78	\$15.65	\$16.52		\$.50/hr for having a teaching certificate					
7	\$14.33	\$15.22	\$16.12	\$17.02							
8	\$14.76	\$15.68	\$16.60	\$17.53		Administration will determine how many High Needs para's are needed					
9	\$15.20	\$16.15	\$17.10	\$18.05		Administration and the SPED department will determine which students are in the high needs category.					
10	\$15.66	\$16.64	\$17.61	\$18.59							
11	\$16.13	\$17.13	\$18.14	\$19.15							
12	\$16.61	\$17.65	\$18.69	\$19.73							
13	\$17.11	\$18.18	\$19.25	\$20.32							
14	\$17.62	\$18.72	\$19.83	\$20.93							
15	\$18.15	\$19.29	\$20.42	\$21.55							
16	\$18.70	\$19.86	\$21.03	\$22.20							
17	\$19.26	\$20.46	\$21.66	\$22.87							
18	\$19.83	\$21.07	\$22.31	\$23.55							

Southern Valley Schools



Non-Certified Staff Handbook

HOURS OF WORK

NON-CERTIFIED EMPLOYEE: A non-certified 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.

<p style="text-align: center;">CONDITIONS OF EMPLOYMENT</p>
--

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.

USE OF TOBACCO ON SCHOOL PREMISES OR AT SCHOOL ACTIVITIES

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property or at school activities at any time.

EMPLOYEE COMPLIANCE WITH DRUG FREE SCHOOL POLICY

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.

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 a report into the business manager.

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.

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:	17 days per year
Eleven or more years of service:	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.

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 June..

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 June.

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.

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

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 a 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 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 2022-2023 NON-CERTIFIED EMPLOYEE HANDBOOK
OF Southern Valley Schools**

This signed receipt acknowledges receipt of the 2022-2023 Non-Certified 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 12th, 2022:

Bryce Jorgenson
Southern Valley Schools

2022 - 2023

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 by
August 19, 2022***

TABLE OF CONTENTS

SECTION 1 -- General Information for K-12 Students

5

Introduction.....	6
Staff.....	7
School Calendar.....	11
Intent of Student Handbook.....	12
Southern Valley School’s Mission Statement.....	12
Positive Behavior Intervention and Support (PBIS) Statement.....	12
Multi-Tiered Systems of Support (MTSS) Statement.....	12
Federal Requirements	13
Nondiscrimination Statement.....	13
Drug-Free Schools.....	13
Education and Prevention.....	13
Standards of Conduct; Notice to Students and Parents.....	13
Drug and Alcohol Education and Prevention of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.....	14
Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs....	14
Safe and Drug-Free Schools--Parental Notice of Right to Withdraw.....	15
Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.....	15
Disciplinary Sanctions.....	15
Intervention.....	16
Administration.....	16
Dating Violence - Policy #5030.....	16
No Weapons.....	17
Student Discipline #5035/Weapon Policy #5049.....	18
Part-Time Enrollment Policy #5003.....	30
Medication Administration Policy #5024.....	30
Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes Policy #5053.	30
District Title I Parent and Family Engagement Policy #5057.....	30
Homeless Students Policy #5014	31
Student Privacy Protection Policy #5015.....	33
Anti-Bullying Policy #5054.....	35
Notice Concerning Staff Qualifications #4022.....	36
Notice of Parental Rights	36
Student Internet and Computer Access #5037.....	38
Visitors	41
Assignment of Students and Classes	41
Recording of Grades on Permanent Files	41
Report Cards and Interim Reports	41
Academic Responsibility	41
Special Education.....	42
High Ability Program.....	42
School Meal Program and Meal Charges	43
Emergency Information Sheets	44
Illness	44

Health Regulations Nebraska Law Requires.....	45
Asthma Protocol #5053.....	46
Communicable Disease #3048.....	47
Medication of Students #5024.....	49
Student Cell Phones and Other Electronic Devices #6025.....	50
Textbooks	50
Student Lockers.....	50
Searches of Lockers and Other Types of Searches.....	50
Student Valuables.....	51
Bus Operation Rules and Regulations	52
Rules While Riding The Bus	53
Traffic Violations	54
External School Fund Drives	54
Activity Tickets	54
Parent Teacher Conferences	54
Fire Drill	54
Bus Evacuation Drill	54
Title IX	54
Copy Machine	54

SECTION 2 -- Jr. Sr. High School Information

55

Academics.....	56
Graduation Requirements	56
Course Load – Grades 9-12	56
Honors Program.....	57
Honors Program Diploma.....	58
Honors Program Prerequisites.....	58
Dual-Credit Prerequisites.....	58
Southern Valley Latin Honor System.....	59
Graduation Ceremony Speakers.....	59
High School Equivalency Diploma	59
Certificate of Attendance	60
Junior High Requirements.....	60
Academic Banquet.....	60
Honor Roll	60
Drop and Adds	60
Weekly Eligibility Requirements	60
Progress Reports to Parents	61
Incomplete Work	61
Homework	61
Work Based Learning for Seniors.....	61
College Visits	61
Cheating	61
Library Guidelines	62
Attendance.....	63
Attendance Policy	63
Attendance Officer	63
Truancy	63
Make-Up Slip Procedure for Student Absences.....	63

Tardy to School or Class.....	63
Pregnant and Parenting Students	64
Detentions	64
In-School Suspension/Detention Rules.....	65
Law Violations	65
Daily Conduct.....	65
Dress Code	65
PDA – Public Display of Affection.....	66
Announcements	66
Leaving the School Grounds	66
Sign In/Sign Out	66
Lunch Period	66
Halls	66
Field Trips	67
Activity Trips “Parent Permission”	67
Southern Valley JH/HS Student Council/Leadership Team	67
School Dance and Social Functions	67
Fundraising Activities	68
Activities Program	68
Student Fee.....	68
Student Fees Policy	68
Certification.....	71
Bell Schedules	73

SECTION 3 -- Elementary School Information.....

75

School Day.....	76
Tardy Policy.....	76
Absences.....	76
Attendance Officer	76
Truancy & Tardiness.....	76
Perfect Attendance.....	76
School Entrance and Registration - Kindergarten.....	77
Registration for New Pupils Other Than Kindergarten.....	77
Students Moving From the District.....	77
Communicable Diseases.....	77
Homework.....	77
Dress Code for School	77
Lost and Found.....	78
Activities and School Ground Rules.....	78
Field Trips and Field Day.....	78
Support Programs.....	79

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 2020-21 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.

**Josh Lanik
Jr/Sr High Principal**

**Mark Grove
Elementary Principal**

Board of Education

Ryan Hunt – President
Steve Hunt- Vice President
Todd Brown - Secretary
Craig Baily - Treasurer
Mike Taylor - Member
Mike Stalder - Member

Administration

Bryce Jorgenson – Superintendent
Josh Lanik – 7-12 Principal
Mark Grove – PK-6 Principal
Ashley Blickenstaff -- Athletic Director

Classified Staff

Stacey Shafer – Secretary/Business Manager
Pam Wessels – Jr/Sr High Secretary/AD Secretary
Margaret McInturf – Elementary Secretary

Ashley Billeter -- School Nurse/Lunch Coordinator
Amy Russell – Library Aide
Amanda Adams -- Paraeducator
Linda Culver -- Paraeducator
Adrianna Frerichs – Paraeducator
Tina Hutchens -- Paraeducator
Gloria Kimball -- Paraeducator
Georgia Mroczek -- Paraeducator
April Reaves -- Paraeducator
Lacy Rice – Paraeducator
Deanna Ruskamp -- Paraeducator
-- Full Time Sub
Joyce Schoenfelder – Paraeducator
– Paraeducator

Jr. Sr. High School Staff

Bryce Jorgenson – Superintendent
Josh Lanik - - - Principal 7-12
Ashley Blickenstaff - - - Athletic Director
Justin Adams - - - Social Studies
Dexter Becker - - - Physical Education/Weight Training
Ashley Blickenstaff - - - Speech & English
Joey Bose - - - Math
Kristi Bose - - - English & Drama
Tina Brown - - - Special Education
Marjorie Damitog - - - Science
Linda Dannehl - - - FCS
Alexander Elliot - - - Instrumental
Jeremy Epp - - - Social Studies
Jared Fausch - - - Computer Coordinator/LAN Manager
Chad Hamilton - - - Math
Stephanie Holste - - - Special Education
Jason Huerta - - - Spanish and Auto Mechanics
Melinda Hunt - - - 7-12 Counselor
Rebecca Jorgenson - - - Art
Anita Krejdl - - - Mathematics
Emily McDonald - - - School Psychologist
Richard McDonald - - - Science
Meredith McQuay - - - English & Journalism
Brad Reaves - - - Industrial Arts & Technology
Christen Reiman - - - Agriculture, Science, & Welding
Thomas Schoenfelder - - - Media
Tabitha Stalder - - - Vocal
Joe York - - - Business Education

Elementary Staff

Bryce Jorgenson - - - Superintendent
Mark Grove - - - Principal
Danielle Schultz - - - Pre School
Jennifer Aerni - - - Pre School
Betsy Hoxmeier - - - Kindergarten
Morgan Huxoll - - - Kindergarten
Alyse Weishaar - - - First Grade
RayAnn Roskop - - - First Grade
Maria Ehrke - - - Second Grade
Alex Stuhmer - - - Second Grade
Hannah Sindelar - - - Third Grade
Holly Hunt - - - Third Grade
Ali McCord - - - Fourth Grade
Molly Wendland - - - Fourth Grade
Gina Ellis - - - Fifth Grade
Jennifer Burns - - - Sixth Grade
Renaë Brooks - - - Title I
Hennessey Lans - - - Special Education
Kim McQuiston - - - Special Education
Tricia Weatherwax - - - Guidance
Emily McDonald - - - School Psychologist
Amanda Lans - - - Speech Therapist
Thomas Schoenfelder - - - Librarian
Tabitha Stalder - - - Vocal Music
Alexander Elliott - - - Instrumental Music
Patty Hansen - - - Art
Ali Hosier - - - P.E.

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

Classified Staff

Denise Wiedel - Food Service Manager

Brenda Cook – Assistant Cook

Lydia Donovan – Assistant Cook

April White -- Assistant Cook

Zoe Wiedel -- Assistant Cook

Greg Huerta - Maintenance Supervisor

Kevin Harper – Custodian

Joshua Karash -- Custodian

Becky Robinson – Custodian

JayDee Wolzen - Custodian

Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director

George Davis – Bus Driver

Fred Brown – Bus Driver

Todd Brown – Bus Driver

Chris Joppa -- Bus Driver

Tina Hutchens – Bus Driver

Phil McInturf – Bus Driver

Janet Schmidt - Sp. Ed. Driver

Dennis Tegtman – Bus Driver

Don Vacha – Bus Driver

Kirk Einspahr -- Activity Driver

Ryan Hunt – Activity Driver

Stanley Johnson -- Activity Driver

Mike Taylor – Activity Driver

**SCHOOL CALENDAR
2022-2023**

August 10 & 11	Teacher Workdays
August 12	First day for Students - Friday Dismissal
September 5	Labor Day -- No School
September 14	No School - Teacher In-Service (10:00 - 2:00) Parent Teacher Conferences (2:30-7:30 p.m.)
October 12	2- Hour Late Start - Teacher In-Service
October 13	End of 1st Quarter
October 14	Fall Break -- No School
October 17	Start of 2nd Quarter
November 9	2-Hour Late Start -- Teacher In-Service
November 23	12:30 Dismissal
November 24-25	Thanksgiving Vacation
December 9	Wrestling Invite -- No School
December 20	End of First Semester (Friday Dismissal)
December 23 – 27	NSAA Moratorium
January 3	Teacher Workday -- No School
January 4	School Resumes
January 18	2-Hour Late Start -- Teacher In-Service
February 9	Parent Teacher Conferences (6:00-9:00 PM)
February 10	Parent Teacher Conferences (8:00 AM -12:00 PM) – No School
February 17	Spring Break -- No School
March 2 & 3	Spring Break -- No School
March 10	End of 3rd Quarter
March 13	Start of 4th Quarter
April 7	Easter Break -- No School
April 10	Easter Break -- No School
May 6	Senior Graduation – 1:00 PM
May 8	SV JH Track Invite -- 12:30 Dismissal
May 16	End of Second Semester -- Last day of school
May 17	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.

PBIS STATEMENT:

Positive Behavior Intervention and Support (PBIS) is an approach to supporting students to be successful in school. PBIS was developed from research in the fields of behavior theory and effective instruction. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for ALL students and improve school climate.

MTSS STATEMENT:

Multi-Tiered Systems of Support (MTSS) is an educational framework for continuous improvement, problem-solving, and decision-making. It promotes an integrated system, connecting general and special education, along with all teaching and learning components, into a high-quality, standards-based instruction and intervention framework. This framework is used to meet students' academic, social-emotional, and behavioral needs. The district has two teams that operate under this framework, one for K-6 and one for 7-12, with the two communicating and collaborating for transition needs.

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 or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign language, etc.), should contact the Agency (State or local) where they applied for benefits. 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-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 guardians will be notified.
5. Law enforcement will be notified.

6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The 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 #5030

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 #5035/WEAPON POLICY #5049

- 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 is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. *Long-Term Suspension:* A 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 is 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 a 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.

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 undergarments:
 - 1. No buttocks (crack or cheeks), No cleavage, No midriffs
 - 2. No spaghetti straps, No off the shoulder tops, No sagging pants, No short shorts or skirts.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs or which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language.
- c. Hats and headwear can be worn on Fridays with expectation they will be removed when requested. (Ex: During the Pledge of Allegiance, when attending a special assembly, or when asked by a teacher or administrator).

All staff members have the authority to send students in violation of the dress code policy to the office. The administration will have the final authority in determining the appropriateness of any student attire. Continual violations of the dress code will result in disciplinary actions under paragraph A.4a (14) of this policy.

Consideration will be made for students who wear special clothing as required by religious beliefs, or 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.

Consequences:

Level One Offense – Change clothes immediately

Level Two Offense (Not complying with a request by the teacher or staff member) – change clothes immediately and notify parents

Level Three Offense (Multiple referrals) – Insubordination with in-school suspension

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 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, 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

See policy #5003

Medication Administration Policy

See policy #5024

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

See policy #5053

District Title I Parent and Family Engagement Policy - #5057

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy, and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement 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 to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved-. 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 parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement.—A 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, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or—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.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

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 as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

ANTI-BULLYING POLICY #5054

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of

physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

NOTICE CONCERNING STAFF QUALIFICATIONS #4022

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department’s rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the day the school receives a request for access; and

the right to request the amendment of the student's education records that you believe to be inaccurate. If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of nonschool individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's website. Directory information includes the following information about a student:

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

You have two options:

If you DO NOT OBJECT to the disclosure of directory information about your student, you do not need to do anything.

If you OBJECT to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than **AUGUST 20TH, 2022**.

Non-directory Information. Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions. Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law. Transfer of Records Upon Student Enrollment. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision. Complaints. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

STUDENT INTERNET AND COMPUTER ACCESS #5037

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students 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, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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 academics. 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 EDUCATION

Southern Valley School District utilizes a Multi-Tiered Systems of Support process to implement evidence-based practices to address academic and functional concerns identified by either school personnel or parents. Through this process, the district complies with state and federal regulations of Child Find. Child Find ensures that all children (birth to 21) who reside within the Southern Valley School District and are suspected of having a disability are identified, located, and evaluated. Other Child Find activities are used to support the district in identifying, locating, and evaluating children birth to Pre-K.

Upon reviewing data collected from instructional practices implemented, the district may determine to seek parental consent for an evaluation for special education and related services. The Southern Valley School District and the student's parents will analyze the results from the evaluation to determine eligibility for special education and related services. If eligibility is determined, the district will develop an individualized educational plan to meet and monitor the student's needs.

HIGH ABILITY PROGRAM

The Southern Valley School District also utilizes the Multi-Tiered Systems of Support process to identify and support students who are considered high-ability.

SCHOOL MEAL PROGRAM AND MEAL CHARGES

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

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 = \$2.10 per individual meal or \$42.00 for a 20 meal ticket

Grades 7 - 12 = \$2.20 per individual meal or \$44.00 for a 20 meal ticket

Adults = \$2.35 per individual meal

Visitor = \$2.35 per individual (regardless of age)

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

Grades Pre K - 6 = \$2.75 per individual meal or \$55.00 for a 20 meal ticket

Grades 7 - 12 = \$3.00 per individual meal or \$60.00 for a 20 meal ticket

Adults = \$3.70 per individual

Visitor = \$3.70 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.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. The policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich, milk, and a piece of fruit.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due

dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state level meal charge policy, it shall supersede that portion of this policy.

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 nurse's office to obtain a pass and transportation home. Under no circumstances should a student leave school without first reporting to the nurse's 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 the 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 NEBRASKA LAW REQUIRES

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 #5053

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 DISEASE #3048

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

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.

MEDICATION OF STUDENTS #5024

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Medication must be labeled with the current prescription. Over-the-counter medication can only be given with a signed medication authorization form from the parent or guardian. Medication must be in the original container and clearly marked with the student's name. Medication administration must follow label instructions unless a physician's order is received. All medication is to be kept in the nurse's office.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

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

STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES #6025

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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

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 the 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.

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 service hours from the time of their Freshman year to the end of their Senior year completing 10 hours per year to a total of 40 hours for all four years. The 2022 class must complete 30 service hours and the 2023, 2024, and 2025 classes must complete 40 hours, and the 2024 class must complete 40 service hours before graduating from Southern Valley Public Schools. All service hours must be documented and signed by the supervisor of the service project and turned into the Secondary Principal for validation of service. All service hours will be turned into the Principal and documented.

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

Southern Valley High School offers an Honors Program for students who want to challenge themselves academically. Southern Valley offers eleven Honors courses as part of the Honors Program. Honors courses must meet or be in the process to meet Dual-Enrollment status or be a prerequisite of a Dual-Enrollment course. Courses offered at accredited colleges and universities that are not offered at SVHS may be considered a part of the Honors Program but will not count into the student's GPA. These courses must be **approved** by the Principal and Counselor of Southern Valley by submitting a College Transcript with the grade of the course(s) being a B or higher.

Southern Valley's Honors Program Courses- Pre-Calculus, CB English 11, Psychology/Sociology., College Algebra, College Calculus, CB English 12, CB English 101/102, Anatomy, Chemistry, Art 101/102, and Music 101/102

In order to graduate with Honors, a student must complete at least 5 or more Honors courses and maintain a 3.80 GPA or higher.

Students that take honors courses starting the 2019-2020 school year will have a College grading scale for Honors courses and will remain on a 4 point GPA system. Using the College Grading scale for Honors courses will give separation and will reward students for taking more difficult courses. See the table below for the College grading scale.

Honors Courses Grade Scale and GPA Scale		
Grade Earned	Percentage	GPA Points
A	90-100	4 points
B	80-89	3 Points
C	70-79	2 Points
D	60-69	1 Points
F	59 or Below	0 Points
Pass/Fail	Not Computed	Not Computed

HONORS PROGRAM DIPLOMA

Starting the 2022-2023 school year students may graduate with an Honors Diploma. In order to graduate with an honors diploma, a student must have taken at least 5 honors courses and maintained a 3.80 GPA or higher. Only Honors Diploma students will be considered when determining the top 10% of each class.

HONORS PROGRAM PREREQUISITES

- ★ Pre-Calculus- must have earned a C or higher in Algebra 2
- ★ College Algebra- Must have earned a B or higher in Algebra 2, or a C or higher in Pre-Calculus, or meet College Readiness Standards and teacher recommendation.
- ★ College Calculus- must have earned a C or higher in Pre-Calculus
- ★ CB English 11- must have earned a C or higher in English 10
- ★ CB English 12- must have earned a C or higher in CB English 11
- ★ CB English 101/102- must have earned a C or higher in CB English 11
- ★ Anatomy- must have earned a C or higher in Biology
- ★ Chemistry- must have earned a C or higher in Biology
- ★ Psychology/Sociology- must be approved by the Social Studies Department and Secondary Principal
- ★ Art 101/102- must be approved by the Art Department and Secondary Principal
- ★ Music 101/102- must be approved by the Music Department and Secondary Principal

DUAL-CREDIT PRE-REQUISITES

- ★ The student must have a 3.0 GPA or higher or Administrative Approval by the Secondary Principal
- ★ College Algebra- Must have earned a B or higher in Algebra 2, or a C or higher in Pre-Calculus, or meet College Readiness Standards and teacher recommendation.
- ★ College Calculus- must have earned a C or higher in Pre-Calculus

- ★ CB English 101/102- must have earned a C or higher in CB English 11
- ★ Psychology/Sociology- must be approved by the Social Studies Department and Secondary Principal
- ★ Art 101/102- must be approved by the Art Department and Secondary Principal
- ★ Music 101/102- must be approved by the Music Department and Secondary Principal

SOUTHERN VALLEY LATIN HONOR SYSTEM

In addition to having an honors diploma, Southern Valley schools will honor graduates using the Latin honor system.

Summa Cum Laude

Students with a 3.90-4.00 GPA based on the 4.0 scale.

Magna Cum Laude

Students with a 3.80-3.89 GPA based on the 4.0 scale.

Cum Laude

Students with a 3.50-3.79 GPA based on the 4.0 scale.

Graduation Ceremony Speakers

Every year at graduation, those who qualify for Summa Cum Laude will be given the honor of preparing and delivering a speech during the ceremony. There will not be a limit to the number of speakers. If no one qualifies for Summa Cum Laude, then the two graduates with the highest GPA will be given the honor of speaking.

For those who qualify for Magna Cum Laude, two graduates will be drawn at random to deliver the welcome and the closing. If there are not enough students who qualify, the 3rd and 4th highest GPA will be given the honor to fulfill these roles.

****GPA will be rounded to the nearest hundredth in all situations. An example: 3.795 will be rounded to a 3.80. But a 3.794 will be rounded to a 3.79.

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 their schedule.

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

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 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.

WORK BASED LEARNING FOR SENIORS

Work based learning opportunities are for Senior students who work or intern for a business in an area of interest. Seniors may request a work based learning opportunity to the high school counselor or high school principal. The student must maintain a cumulative grade point average of a "C" or 80% and must be on target for graduation. If the student has been granted the work based learning opportunity, the student must fill out a work based learning contract that will be available in the counselor's office. The work based learning opportunity will release only Seniors in the program from school on Fridays only to their work based learning opportunity throughout the school year and must complete a presentation about their experience.

COLLEGE VISITS

College visits are an important step towards successfully choosing a college that appropriately fits the student. Any approved college visit will be counted as an excused absence.

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 require from ten days to two weeks, so students need to ask for these services with this time requirement in mind.

ATTENDANCE

Regardless of the reason for any absence, a written note by the parent or a parent phone call must be presented to the office to ensure the safety of the student(s).

Section 79-201 of the Nebraska School Laws requires that every child between the ages of six and eighteen 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.

ATTENDANCE POLICY FOR 2022-2023 SCHOOL YEAR

Students may have 10 absences per class per semester without a credit penalty. After 10 absences per class per semester, they will lose credit for the semester.

5 absences – A letter will be sent notifying the student and parents.

8 absences – Parents will be called and the county attorney will be contacted.

11 absences – Students will lose credit for the semester and the county attorney will be contacted.

A student or their parents may ask for a meeting in writing and an academic committee will hear their case. The academic committee will consist of the principal, counselor, superintendent, and board member.

ATTENDANCE OFFICER

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

TRUANCY

A student who engages in excessive or unexplained 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 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 (Ex. court appearance is excused).

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. 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 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.

Students 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.

PREGNANT and PARENTING STUDENTS

For more information refer to School Policy #5008 on sveagles.org website

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

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 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

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 undergarments:
 1. No buttocks (crack or cheeks), No cleavage, No midriffs
 2. No spaghetti straps, No off the shoulder tops, No sagging pants, No short shorts or skirts.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs or which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language.
- c. Hats and headwear can be worn on Fridays with expectation they will be removed when requested. (Ex: During the Pledge of Allegiance, when attending a special assembly, or when asked by a teacher or administrator).

All staff members have the authority to send students in violation of the dress code policy to the office. The administration will have the final authority in determining the appropriateness of any student attire. Continual violations of the dress code will result in disciplinary actions under paragraph A.4a (14) of this policy.

Consideration will be made for students who wear special clothing as required by religious beliefs, or 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.

Consequences:

Level One Offense – Change clothes immediately

Level Two Offense (Not complying with a request by the teacher or staff member) – change clothes immediately and notify parents

Level Three Offense (Multiple referrals) – Insubordination with in-school suspension

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.

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 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.

SOUTHERN VALLEY JH/HS STUDENT COUNCIL/LEADERSHIP TEAM

Southern Valley will have a separate Student Council/Leadership Team for Junior High and for High School. Being a member of this team will count as required yearly community service for all members that participate in all Southern Valley Student Council/Leadership Team activities. The team will consist of the following:

High School

Seniors - 3 must have at least one representative that is male and female

Juniors - 4 must have at least two representatives that are male and female

Sophomores - 3 must have at least one representative that is male and female

Freshman- 3 must have at least one representative that is male and female

Junior High

8th Grade - 4 must have 2 males and 2 females

7th Grade- 4 must have 2 males and 2 females

Student Council/Leadership Team will have the following role:

- Determine and drive school initiative in our school and community

- Meet once monthly

- Plan and execute a school wide event monthly

- Each member of the High School must attend one school board meeting

- Each member must attend all Student Council Leadership Workshops

- Plan and execute all Homecoming events

- Plan and lead Southern Valley Community Service Day

- Plan and schedule Assemblies and Pep Rallies

- Determine all dress up days for students and fans during events

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.

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 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 2019-2020 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 to 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 2022-23 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)

SOUTHERN VALLEY JR SR HIGH SCHOOL

BELL SCHEDULE

Monday through Thursday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:20	9:07	First Period
9:07	9:54	Second Period
9:54	10:41	Third Period
10:41	11:28	Fourth Period
11:28	12:15	Fifth Period
12:15	1:27	Sixth Period
1:27	2:11	Tutorial
2:11	2:58	Seventh Period
2:58	3:45	Eighth Period

Group 1: Lunch 12:15-12:40	Class 12:40-1:27
Group 2: Class 12:15-1:02	Lunch 1:02-1:27

**SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE**

Friday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:20	9:05	First Period
9:05	9:50	Second Period
9:50	10:35	Third Period
10:35	11:20	Fourth Period
11:20	12:05	Fifth Period
12:05	1:15	Sixth Period
1:15	2:00	Seventh Period
2:00	2:45	Eighth Period

Group 1: Lunch 12:05-12:30	Class 12:30-1:15
Group 2: Class 12:05-12:50	Lunch 12:50-1:15

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 3:41 p.m.

Upon arrival at 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 are 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..

ATTENDANCE OFFICER

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

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

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 undergarments:
 1. No buttocks (crack or cheeks), No cleavage, No midriffs
 2. No spaghetti straps, No off the shoulder tops, No sagging pants, No short shorts or skirts.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs or which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language.
- c. Hats and headwear can be worn on Fridays with expectation they will be removed when requested. (Ex: During the Pledge of Allegiance, when attending a special assembly, or when asked by a teacher or administrator).

All staff members have the authority to send students in violation of the dress code policy to the office. The administration will have the final authority in determining the appropriateness of any student attire. Continual violations of the dress code will result in disciplinary actions under paragraph A.4a (14) of this policy.

Consideration will be made for students who wear special clothing as required by religious beliefs, or 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.

Consequences:

Level One Offense – Change clothes immediately

Level Two Offense (Not complying with a request by the teacher or staff member) – change clothes immediately and notify parents

Level Three Offense (Multiple referrals) – Insubordination with in-school suspension

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 School District to assist an eligible student with developing identified 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 and Related Services – These services are offered to students Pre-K through 21 who have been found eligible for specially designed instruction to meet their academic and functional needs.

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
2022 - 2023**

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 38-40) 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 2022-2023 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 in understanding of the school policies including the Fee Waiver Policy, Activities Policy and NSAA regulations.

Dated this _____ day of _____, 2022.

Parent/Guardian Signature

Names of students in family	Grade Level	Student Signature (required)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2022 - 2023

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

Teacher's Handbook

TABLE OF CONTENTS

Introduction	4
Board of Education	5
Administration	5
Classified Staff	5 & 8
Jr-Sr High School Staff	6
Elementary Staff	7
School Calendar	9
Personnel Policies	10
Reports and Records	10
Teacher's Files	10
Teacher's Certificates	10
Additional Hours	10
Professional Growth	10
Extra Duties	11
Paychecks	11
Absence Without Pay	11
Workmen's Compensation	11
Teacher's Hours	11
Teacher Attire	11
Preparation for Classes	11
Preparation for Substitute Teachers	11
Activity During School Days	12
Teacher Meetings	12
Leaving the Building	12
Testing System	12
Ethics	12
Employee Compliance with Drug Free School Act Policy #1.32	12
School Records	13
Report Cards and Parent Contacts	13
Grade Book	13
Grading	14
Communications	14
Supervision of Students	15
Supervision After Hours	15
Technology Systems Use Policy	15
Procedures for Drug/Alcohol Problems	15
Excusing Pupils	16
Community Relations	16
Use of Tobacco on School Premises or at School Activities	16
Custodial Staff	16
Building Appearance	16
School Property	17

Emergencies	17
General Fund Purchasing	17
Activity Fund Purchasing by Organizations	17
Dues, Fees, Collections, Funds, etc.	17
Mileage	17
Proper Driving of School Vehicles	18
Class Meetings	18
Teaching Supplies	18
Copiers	18
Mail	18
Passes	18
High School Bell Schedules	19
Coach/Sponsor Assignments	21

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 Bryce Jorgenson, 43739 Highway 89, Oxford, NE 68967, (308) 868-2222.

Board of Education

Ryan Hunt – President
Steve Hunt- Vice President
Todd Brown - Secretary
Craig Baily - Treasurer
Mike Taylor - Member
Mike Stalder - Member

Administration

Bryce Jorgenson – Superintendent
Josh Lanik – 7-12 Principal
Mark Grove – PK-6 Principal
Ashley Blickenstaff -- Athletic Director

Classified Staff

Stacey Shafer – Secretary/Business Manager
Pam Wessels – Jr/Sr High Secretary/AD Secretary
Margaret McInturf – Elementary Secretary

Ashley Billeter -- School Nurse/Lunch Coordinator
Amy Russell – Library Aide
Amanda Adams -- Paraeducator
Linda Culver -- Paraeducator
Adrianna Frerichs – Paraeducator
Tina Hutchens -- Paraeducator
Gloria Kimball -- Paraeducator
Georgia Mroczek -- Paraeducator
April Reaves -- Paraeducator
Lacy Rice – Paraeducator
Deanna Ruskamp -- Paraeducator
-- Full Time Sub
Joyce Schoenfelder – Paraeducator
– Paraeducator

Jr. Sr. High School Staff

Bryce Jorgenson – Superintendent
Josh Lanik - - - Principal 7-12
Ashley Blickenstaff - - - Athletic Director
Justin Adams - - - Social Studies
Dexter Becker - - - Physical Education/Weight Training
Ashley Blickenstaff - - - Speech & English
Joey Bose - - - Math
Kristi Bose - - - English & Drama
Tina Brown - - - Special Education
Marjorie Damitog - - - Science
Linda Dannehl - - - FCS
Alexander Elliot - - - Instrumental
Jeremy Epp - - - Social Studies
Jared Fausch - - - Computer Coordinator/LAN Manager
Chad Hamilton - - - Math
Stephanie Holste - - - Special Education
Jason Huerta - - - Spanish and Auto Mechanics
Melinda Hunt - - - 7-12 Counselor
Rebecca Jorgenson - - - Art
Anita Krejdl - - - Mathematics
Emily McDonald - - - School Psychologist
Richard McDonald - - - Science
Meredith McQuay - - - English & Journalism
Brad Reaves - - - Industrial Arts & Technology
Christen Reiman - - - Agriculture, Science, & Welding
Thomas Schoenfelder - - - Media
Tabitha Stalder - - - Vocal
Joe York - - - Business Education

Elementary Staff

Bryce Jorgenson - - - Superintendent
Mark Grove - - - Principal
Danielle Schultz - - - Pre School
Jennifer Aerni - - - Pre School
Betsy Hoxmeier - - - Kindergarten
Morgan Huxoll - - - Kindergarten
Alyse Spry - - - First Grade
RayAnn Roskop - - - First Grade
Maria Ehrke - - - Second Grade
Alex Stuhmer - - - Second Grade
Hannah Sindelar - - - Third Grade
Holly Hunt - - - Third Grade
Ali McCord - - - Fourth Grade
Molly Wendland - - - Fourth Grade
Gina Ellis - - - Fifth Grade
Jennifer Burns - - - Sixth Grade
Rena Brooks - - - Title I
Hennessey Lans - - - Special Education
Kim McQuiston - - - Special Education
Tricia Weatherwax - - - Guidance
Emily McDonald - - - School Psychologist
Amanda Lans - - - Speech Therapist
Thomas Schoenfelder - - - Librarian
Tabitha Stalder - - - Vocal Music
Alexander Elliott - - - Instrumental Music
Patty Hansen - - - Art
Ali Hosier - - - P.E.

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

Classified Staff

Denise Wiedel - Food Service Manager

Brenda Cook – Assistant Cook

Lydia Donovan – Assistant Cook

April White -- Assistant Cook

Zoe Wiedel -- Assistant Cook

Greg Huerta - Maintenance Supervisor

Kevin Harper – Custodian

Joshua Karash -- Custodian

Becky Robinson – Custodian

JayDee Wolzen - Custodian

Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director

George Davis – Bus Driver

Fred Brown – Bus Driver

Todd Brown – Bus Driver

Chris Joppa -- Bus Driver

Tina Hutchens – Bus Driver

Phil McInturf – Bus Driver

Janet Schmidt – Sp. Ed. Driver

Dennis Tegtman – Bus Driver

Don Vacha – Bus Driver

Kirk Einspahr -- Activity Driver

Ryan Hunt – Activity Driver

Stanley Johnson -- Activity Driver

Mike Taylor – Activity Driver

SCHOOL CALENDAR 2022-2023

August 10 & 11	Teacher Workdays
August 12	First day for Students - Friday Dismissal
September 5	Labor Day -- No School
September 14	No School - Teacher In-Service (10:00 - 2:00) Parent Teacher Conferences (2:30-7:30 p.m.)
October 12	2- Hour Late Start - Teacher In-Service
October 13	End of 1st Quarter
October 14	Fall Break -- No School
October 17	Start of 2nd Quarter
November 9	2-Hour Late Start -- Teacher In-Service
November 23	12:30 Dismissal
November 24-25	Thanksgiving Vacation
December 9	Wrestling Invite -- No School
December 20	End of First Semester (Friday Dismissal)
December 23 – 27	NSAA Moratorium
January 3	Teacher Workday -- No School
January 4	School Resumes
January 18	2-Hour Late Start -- Teacher In-Service
February 9	Parent Teacher Conferences (6:00-9:00 PM)
February 10	Parent Teacher Conferences (8:00 AM -12:00 PM) – No School
February 17	Spring Break -- No School
March 2 & 3	Spring Break -- No School
March 10	End of 3rd Quarter
March 13	Start of 4th Quarter
April 7	Easter Break -- No School
April 10	Easter Break -- No School
May 6	Senior Graduation – 1:00 PM
May 8	SV JH Track Invite -- 12:30 Dismissal
May 16	End of Second Semester -- Last day of school
May 17	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 the 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.

Workmen's Compensation

All employees of this school are covered by workman'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. 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. The teacher/sponsor will distribute a complete list of students to all Secondary Teachers, Principal, and Activities Director in advance to the school sponsored activity

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 notify the Principal and if the Principal is not available notify the office personnel.

Testing System

All secondary teachers are to give final semester assessments 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,

2. 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.

Teachers are expected to have an average of two grades per week for classes that meet every day. By the end of three weeks of each quarter, teachers will have at least five grades entered for classes that meet 5 times per week and three grades for classes that meet 2-3 times per week. This will allow students opportunities to improve their grades throughout the grading period and for teachers to assess their learning.

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.

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

All grades recorded on the Jr. Sr. High grade reports are to be NUMERICAL & LETTER. 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. Communication 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.

Use Of Tobacco On School Premises Or At School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property or at school activities at any time.

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 requests for funds of any nature which are sought from the 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 (change from tutorial to study hall time)

All class meetings, group meetings, or any activity meetings which meet during study hall 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. 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>
8:20	9:07	First Period
9:07	9:54	Second Period
9:54	10:41	Third Period
10:41	11:28	Fourth Period
11:28	12:15	Fifth Period
12:15	1:27	Sixth Period
1:27	2:11	Tutorial
2:11	2:58	Seventh Period
2:58	3:45	Eighth Period

Group 1: Lunch 12:15-12:40	Class 12:40-1:27
Group 2: Class 12:15-1:02	Lunch 1:02-1:27

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE
Friday

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:20	9:05	First Period
9:05	9:50	Second Period
9:50	10:35	Third Period
10:35	11:20	Fourth Period
11:20	12:05	Fifth Period
12:05	1:15	Sixth Period
1:15	2:00	Seventh Period
2:00	2:45	Eighth Period

Group 1: Lunch 12:05-12:30	Class 12:30-1:15
Group 2: Class 12:05-12:50	Lunch 12:50-1:15

**2022-2023
SOUTHERN VALLEY
COACH/SPONSOR ASSIGNMENTS**

Football	Justin Adams, assisted by TJ Vacura & Tyler Pettibone
Jr. High Football	Justin Adams, assisted by Jason Huerta & Dexter Becker
Volleyball	Ali Hosier, assisted by Amanda Adams
Jr. High Volleyball	Amanda Adams, assisted by Georgia Mroczek
Softball (Coop with Alma)	Brad Reaves, assisted by JayDee Wolzen & Paige Houser
Cross Country (Coop with Alma)	Kristi Bose assisted by Tom Schoenfelder
Unified Bowling	Tina Brown
Boys Basketball	Jimmy Sindelar, assisted by Ryan Spry
Jr. High Boys Basketball	Justin Adams, assisted by Ali Hosier
Girls Basketball	Richard McDonald, assisted by Justin Adams
Jr. High Girls Basketball	Justin Adams, assisted by Ali Hosier
Wrestling	Dexter Becker, assisted by David Becker
Jr. High Wrestling	Dexter Becker, assisted by Fred Brown
Boys Bowling	Leo Hinkle
Girls Bowling	Holly Hunt
Sr. High Track	Tom Schoenfelder, assisted by Richard McDonald, Larry Guy, Leo Hinkle & Ali Hosier
Jr. High Track	RayAnn Roskop assisted by Dexter Becker, Justin Adams, & Ali Hosier
Golf	Jeremy Epp
Trap Shooting	Valerie Percival & Tina Hutchens
Yearbook	Meredith McQuay
Student Council	Stephanie Holste & Melinda Hunt
National Honor Society	Anita Krejdl
Music	Alexander Elliot & Tabitha Stalder
Cheerleading	Heather Stalder & Denise Brown
FBLA	Joe York
FCCLA	Linda Dannehl
FFA	Christen Reiman
Future Problem Solving	Tom Schoenfelder
Elementary Quiz Bowl	Tricia Weatherwax
Jr. High Quiz Bowl	Meredith McQuay
Sr. High Quiz Bowl	Chad Hamilton
Mock Trial	Meredith McQuay
Speech Team	Kristi Bose
One Act Play	Ashley Blickenstaff & Rebecca Jorgenson
Senior Class	Melinda Hunt
Junior Class	Kristi Bose, Rebecca Jorgenson, & Tina Hutchens
Concessions	Joe York (FBLA) & Activities Booster Club



**RECEIPT OF 2022-2023 TEACHER HANDBOOK
OF Southern Valley Schools**

This signed receipt acknowledges receipt of the 2022-2023 Teacher 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 Teacher Handbook by the required date may result in disciplinary action of the employee.

Employee's Signature: _____

Date: _____

Return by August 11th, 2022:

Bryce Jorgenson
Southern Valley Schools

Southern Valley Activities



Handbook

2022-2023

Table of Contents

Introduction	3
Non-Discrimination in Education Programs and Activities	4
Section One: General Information	5
Academic Eligibility	5
Attendance at Practices and Contests	5
Closing	6
Colors	6
Concussion Awareness	6
Dances	8
Junior High Dances	8
High School Dances	8
Homecoming and Prom	8
Electronic Communication	9
Equipment	9
Fundraising	9
Individual Training Rules and Rules of Conduct	9
Initiations and Hazing	10
Injuries	10
Insurance	11
Lettering Requirements	11
Practices	11
Managers	11
Sunday and Wednesday Night Activities	11
Transportation	12
Section Two: Available Activities	13
Athletic Teams	13
Activities	13
Section Three: Nebraska State Activities Association	14
Eligibility	14
NSAA Sportsmanship Rules	16
Section Four: Code of Conduct Athletes and Parents/Fans	17
Standard Code of Conduct	17
Southern Valley Activities Policy	17
Mandatory Drug Testing Policy	19
Fan & Parent Code of Conduct	26
Section Five: Concussions	27
A Parent's Guide to Concussions	27
Authorization and Acknowledgement of Serious and Fatal Injuries	33
Consent to Perform Random Drug Testing	34
Acknowledgement of Conduct Code	35

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Southern Valley Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. 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 is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises 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.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Activities Director or Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Ashley Blickenstaff
Title: Activities Director
_____Address: 43739 HWY 89 Oxford, NE 68967
_____Telephone: 308-868-2222
_____E-mail: ashley.blickenstaff@sveagles.org

For further information on notice of nondiscrimination, visit <https://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html> for the address and phone number of the office that serves your area or call 1-800-421-3481.

SECTION ONE:

GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility. Students will also be ineligible daily if they are missing more than 2 assignments in one class when daily eligibility is run.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school beyond the start of the 2nd hour will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration.

Colors

The Southern Valley School colors are purple, black, and silver and the Southern Valley Alma Saints team is columbia blue, navy, and gold

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

1. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - a. The signs and symptoms of a concussion;
 - b. The risks posed by sustaining a concussion; and
 - c. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to

participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed,
and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules. All guests attending any dance at Southern Valley may be breathalyzed prior to entry and he/she must pass the test to enter.

Junior High Dances

Junior High (7-8) dances are restricted to students currently enrolled in Southern Valley Junior High School and will be sponsored by Southern Valley Junior High teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional chaperone. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible or who have violated any code of conduct policy will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Southern Valley High School students and their guests. The age requirement for attending all High School dances for an outside guest is under age 21. All dates who are not a SV student must be approved by administration. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible or who have violated any code of conduct policy will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to students and guests of Southern Valley High School.

The Junior/Senior Prom is open to students and guests of Southern Valley High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom unless authorized by the Prom sponsors and Activities Director/Principal. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education (“Rule 27”).

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks that are checked out to them by the school.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district’s policies. Use of the school mascot shall not be permitted unless approved by the Activities Director or Superintendent by any outside entity.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them at all times.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant’s parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor’s order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

Lettering requirements will be communicated in individual sport/activity handbooks to participants

Practices

The individual head coach or sponsor, in cooperation with the Activities Director, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor for practice.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form from a physician or qualified designee
2. Signed Activities Code of Conduct that verifies the student and parent(s) understands the school's position regarding the school's position regarding the use of possession of alcohol, tobacco, and other related drugs.
3. NSAA Consent to Participate Form
4. \$20 Activities Fee paid to the office

Managers:

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook. Managers and the number used for each specific sport/activity must be approved by the Activities Director. High school students wishing to be managers take precedence over all other students.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices for Athletics and Activities will be organized so all participants are showered, dressed, and /or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be

when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night. The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday or when approved by the Activities Director ahead of time. Practices scheduled for Sunday must have the prior approval of the activities director or building principal. Practices include any activity that is considered prepping for a contest.

Transportation

All participants are required to ride provided school transportation to an event unless prior authorization is obtained from the Activities Director. Students that do not have this authorization are not allowed to compete if they drive themselves. Students who miss the scheduled leave time designated by the coach/sponsor will be left behind and will not be permitted to drive themselves or compete. Students who miss a bus are also subject to suspension from the coach/sponsor. Students are encouraged but not required to ride home from away activities on school provided transportation. A participant may ride home with his or her parent/guardian only if the parent/guardian signs them out with the coach or sponsor of the activity on the required form. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the Activities Director or designee prior to the activity and the person approved and authorized to take them signs them out.

**Section Two:
Available Activities**

Athletic Teams

Football	Justin Adams, TJ Vacura, Tyler Petibone
JH Football	Justin Adams, Jason Huerta, Dexter Becker
Volleyball	Ali Hosier, Amanda Adams
JH Volleyball	Amanda Adams, Georgia Mroczek
Softball (Coop with Alma)	Brad Reaves, Jaydee Wolzen, Paige Houser
Cross Country (Coop with Alma)	Kristi Bose, Tom Schoenfelder
JH Cross Country (Coop with Alma)	Kristi Bose, Tom Schoenfelder
Boys Bowling	Leo Hinkle
Girls Bowling	Holly Hunt
Boys Basketball	Jimmy Sindelar, Ryan Spry
JH Boys Basketball	Justin Adams, Ali Hosier
Wrestling	Dexter Becker, Dave Becker
JH Wrestling	Dexter Becker, Fred Brown
Girls Basketball	Richard McDonald, Justin Adams
JH Girls Basketball	Justin Adams, Ali Hosier
Golf (Boys Only)	Jeremy Epp
Track (Boys & Girls)	Tom Schoenfelder, Larry Guy, Leo Hinkle, Richard McDonald, Ali Hosier
JH Track (Boys & Girls)	RayAnn Roskop, Ali Hosier,, Dexter Becker, Justin Adams

Activities

Band	Alexander Elliot
Cheer	Heather Stalder & Denise Brown
Family Career and Community Leadership of America (FCCLA)	Linda Dannehl
Future Business Leaders of America (FBLA)	Joe York
Future Farmers of America (FFA)	Christen Reiman
Future Problem Solvers (FPS)	Tom Schoenfelder
Journalism	Meredith McQuay
Mock Trial	Meredith McQuay
National Honor Society	Anita Krejdl
One Act Play Production	Ashley Blickenstaff, Rebecca Jorgenson
Quiz Bowl	Chad Hamilton, Meredith McQuay
Speech	Kristi Bose
Student Council	Melinda Hunt, Steph Holste
Trap Shooting	Valerie Percival, Tina Hutchens
Vocal Music	Kevin Lambert, Connor Knuth
Unified Bowling	Tabitha Stalder Tina Brown

Section Three: Nebraska State Activity Association

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *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 nineteen years of age before August 1 of the current school year. (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 the current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Students 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. 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 same high school 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 1 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 2022-2023 school year prior to May 1, 2022; 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, 2022. 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 May 1, 2022, 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, which 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.
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. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
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.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

Section Four:

Code of Conduct Athletes and Parents/Fans

Standard Code of Conduct

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of all conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and Activity Participation Rules. The Administration of Southern Valley School District is allowed to hand down consequences they feel fit for any activity that is detrimental to the overall goal and objective of the Southern Valley School District and its Activities Programs.

Southern Valley 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 of the students 7th grade year to the last scheduled NSAA activity which Southern Valley High School offers in the spring of a students senior year. 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 service work must be done outside of the regular school day within the Southern Valley School District. Public performances include Junior Varsity, 9/10, and Junior High 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. 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. Any electronic picture or video that depicts a student using, possessing, or distribution of tobacco, alcohol, or any controlled substances will result in the same consequences.
6. 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.
7. 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.

**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 (Revised May 10, 2021)

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

Illicit substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance - A substance defined by School policy as being banned from use by students.

ILLCIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Southern Valley Schools Students:

Alcohol (Ethyl or ETG), Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, MDMA (Ecstasy), Nicotine (Hydroxycotinine), Opiates (Including Synthetics), Phencyclidine, Propoxyphene, Synthetic Drugs (K2, Bath Salts), CBD Oil that contains THC

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, tobacco, and/or alcohol; and
- 4) To encourage students who use illegal drugs, tobacco, 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 and prom).

4. Students Who Are Required to Submit to Drug Testing

a. Grades. All students in grades 7-12 who participate in any extracurricular activity 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 try out 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.

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) or Similar confirmation test. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.
- e. **Collection Site.** The activities director 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, synthetic drugs (ex: THC, K2), Nicotine (Hydroxycotinine), 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, alcohol, and/or tobacco. 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. 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 not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the **next twelve (12) months**.

8. 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 MRO or the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.

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 9 of this Policy.

9. 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 Testing 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.

10. 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.

11. 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.

12. Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

13. Consequences for Testing Positive.

Whenever the MRO Certifies and has reported that a test result indicates 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):

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCE VIOLATIONS:

1st Offense

- 35 Calendar Day Suspension from all Activities/Athletics from the date of discovery.
- Suspension can be reduced to 21 calendar days if the student attends an educational training session which is approved by the administration. The cost of the training will be at the expense of the student..
- 4 hours of voluntary service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District
- Can reduce suspensions from dance and royalty to not being eligible for royalty if the student attends an educational training program. The cost of the training will be at the expense of the student.
- Student must submit to 3 follow-up drug tests at the expense of the student. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

2nd Offense

- 84 Calendar Day Suspension from all Activities/Athletics from the date of discovery which can be reduced to 63 calendar days if the student attends an educational training session which is approved by the administration. The cost of the training will be at the expense of the student.
- 12 hours of voluntary service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District
- Can reduce suspensions from dance and royalty to not being eligible for royalty if the student attends an educational training program. The cost of the training will be at the expense of the student.

- Student must submit to 3 follow-up drug tests at the expense of the student. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

3rd Offense

- 365 day suspension from all Activities/Athletics from the date of discovery
- 20 Hours of voluntary service at Southern Valley School District
- 365 Day Suspension from all dances and royalty at Southern Valley School District.
- The student must attend an educational training session at their expense.
- Student must submit to 3 follow-up drug tests at the expense of the student. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- The student must complete a drug/alcohol/tobacco evaluation by a certified counselor and follow the recommendations of the counselor to return to participation.

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
- The student must complete a drug/alcohol/tobacco evaluation by a certified counselor and follow the recommendations of the counselor.

If the suspension is not completed or the offense occurs in the summer the suspension will carry over to the next school year and begin on the first day of fall practice if the student participated in a fall activity. If they do not it starts the first day of school.

A calendar day means any day on a 7 day calendar.

If a student does not have a positive test for 365 days they will get one violation back one time.

****Students serving a suspension are still expected to attend and participate in practice and will be allowed to be on the bench with the team. Any activities during the summer will be considered practice.****.

Fan & Parent Code of Conduct

The intent of the Southern Valley School Districts Activities program is to provide a wide variety of opportunities for our students to explore their gifts and talents through the Arts and Competition. The intent is for students to learn the value of teamwork, dedication, determination, goal setting, and sportsmanship. As a district we want our fans and parents to set the example of sportsmanship through respect for the game, opponents and officials for our students to follow. Behavior that does not follow these guidelines is unacceptable and will not be tolerated. If you as a fan or parent at an activity are not providing a good example for our students to follow you will be asked to meet with the Activities Director and will be given a written warning of the poor behavior and the consequences if this type of behavior occurs again. If you are ejected from a game for poor fan behavior or fan misconduct you will be automatically given up to the following suspension. This suspension will not be shorter but can be made longer by the Administrative Team, if conduct dictates so.

1st Offense: 14-day suspension from all Southern Valley Activities and Athletics.

2nd Offense: 365-day suspension from all Southern Valley Activities and Athletics.

3rd Offense: Lifetime suspension from all Southern Valley Activities and Athletics.

Section Five: Concussions

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl’s lacrosse, girls’ soccer, boy’s lacrosse, wrestling, and girls’ basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete

evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent's Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

Printed Name of Student

Printed Name of Student

Printed Name of Student

Printed Name of Student

SOUTHERN VALLEY SCHOOLS
CONSENT TO PERFORM RANDOM DRUG TESTING
2022 - 2023

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Southern Valley School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol, and tobacco/nicotine in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for the extracurricular activities in which this student might participate during the current school year.

We hereby release the Southern Valley Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

Signature of Student

Printed Name of Student

Date

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date