

HARTINGTON-NEWCASTLE  
PUBLIC SCHOOLS

7-12 STUDENT/PARENT  
HANDBOOK

2023-2024

## **INTRODUCTION**

Dear Students:

The Greek philosopher Aristotle once said, “We are what we repeatedly do. Excellence, therefore, is not an act but a habit.” As your high school principal, I look forward to the opportunity to be part of a school district that prides itself on excellence in the classroom, excellence in extracurricular activities, and excellence in the community. I am looking forward to working with all of you to make this school year a positive educational experience. Working together, we will not only maintain excellence in our school, but also continue to strive for even higher heights.

The faculty and staff are dedicated to helping you reach your goals and dreams. Take advantage of their experience and knowledge as you move toward your future. We are all here to help you find success in and out of school, as the success of our school is based on how well each of you finds your own individual success. Also, take full advantage of everything Hartington-Newcastle Public Schools has to offer. I hope you can find extra-curricular activities that will suit your interests and needs, and help you grow as a person and connect more to your school and fellow classmates.

Please read the handbook carefully. It explains the policies, procedures, and regulations you need to know. The information in the handbook will help you get off to a great start and lead you down the road to a very successful year.

On behalf of the Board of Education, Superintendent Johnson, the faculty, and staff, I wish you all the best in the upcoming year. Together, we can make this year a great year to be a Wildcat!

Sincerely,

Corey Uldrich  
7-12 Principal

## **ABOUT THIS HANDBOOK AND ITS IMPORTANCE**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Hartington-Newcastle 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 wellbeing 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. Comments by parents and students concerning this handbook are welcome. We wish all students a happy and successful school year.

## **WHO OWNS THIS SCHOOL?**

All taxpayers are legally required to pay taxes which provide the monetary support needed to maintain a public school system of education. Everyone who is a citizen of the school district owns the school, and this includes you. Even though most of you pay few taxes, if any, you will pay them at some point in your life. Take pride in your school. Any damage done to books, equipment, or the school building must be paid for by the taxpayers. In the interest of those who pay the bill, take care of the school and its contents.

## **HIGH SCHOOL RECORD: DOES IT REALLY COUNT?**

Does your high school record really count for anything? Of course it does! The importance of a good record cannot be stressed too strongly. Once written that record cannot be erased. What kind of record will you write as you proceed through your high school years? Regular attendance, respectable grades, and good discipline will improve your chances when seeking employment, enlisting in the military, or entering a college or university. Your high school record tells others about you. Send the best message you can send!

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## **SCHOOL PERSONNEL**

This student handbook comes to you through the courtesy of the Hartington-Newcastle Public Board of Education. In it you will find information regarding the regulations and the policies set up for a successful school. We hope that you and your parents will enjoy reading the contents and that you will know more about what is offered for you, and what is expected of you as a student of Hartington-Newcastle Public Schools.

## **BOARD OF EDUCATION**

|                 |                |
|-----------------|----------------|
| Jason Dendinger | President      |
| Dana Rosener    | Vice President |
| Candice Climer  | Secretary      |
| Jason Heikes    | Member         |
| Aaron Fuelberth | Member         |
| Ian Lange       | Member         |

## **ADMINISTRATION**

|               |                                  |
|---------------|----------------------------------|
| A.J. Johnson  | Superintendent                   |
| Corey Uldrich | 7 - 12 Principal                 |
| Sarah Edwards | PK - 6 Principal                 |
| Donna Davey   | Coordinator of Special Education |

## **FACULTY**

|                   |                                    |
|-------------------|------------------------------------|
| Pamela Anderson   | Resource                           |
| Dylan Behnk       | Physical Education                 |
| Kari Ekberg       | JH Science/Math/Financial Literacy |
| Tylor Fincher     | JH Math/Social Studies/Health      |
| Rusty Fuller      | Strength Training                  |
| Mary Hahne        | Instrumental Music                 |
| Mandy Hochstein   | Business/Computer                  |
| Mike Johnson      | Media/Library                      |
| Kenneth Kneifl    | Guidance/Psychology                |
| Emma Lammers      | Vocational Agriculture Science     |
| Jackie Loecker    | Certified Nursing Assistant        |
| Ryan Macholan     | Industrial Technology              |
| Steve Martini     | Chemistry/Physics                  |
| Joshua Nobles     | K-12 Vocal Music                   |
| Rita Pedersen     | JH Science & English               |
| Lori Peitz        | Art/Geometry                       |
| Grant Rolfes      | Math                               |
| Lisa Rolfes       | Spanish                            |
| Kenneth Schroeder | Physical Education                 |
| Kelsey Schumacher | Family Consumer Science            |
| LuAnn Spahr       | Social Studies                     |
| Cody Stappert     | Tech Coordinator/Computers         |
| Lindsay Stappert  | English                            |
| Anne Stratman     | Science                            |

## **BUSINESS STAFF**

|                |                  |
|----------------|------------------|
| Tina Opfer     | Business Manager |
| Lori Koch      | Head Secretary   |
| Lora Rohde     | Secretary        |
| Glencyce Hagen | Copy Room        |

## CUSTODIAL STAFF

|                 |                |
|-----------------|----------------|
| Kevin Lammers   | Head Custodian |
| Sharon Lammers  | Custodian      |
| Bill Mainquist  | Custodian      |
| Kevin Whelchel  | Custodian      |
| Trese Hochstein | Custodian      |

## LUNCH PERSONNEL

|               |                        |
|---------------|------------------------|
| Carmen Jueden | Certified Food Manager |
| Lisa Loberg   | Assistant              |
| Peg Peitz     | Assistant              |
| Alyce Rohde   | Assistant              |
| Joan Wortmann | Assistant              |

## ACTIVITIES

|                                |   |
|--------------------------------|---|
| Athletic Director              | Rusty Fuller  |
| Football                       | Rusty Fuller  |
| Assistant Football             | Corey Uldrich/Dylan Behnk/Mike Johnson/Ryan Macholan            |
| Junior High Football           | Rusty Fuller/Mike Johnson/Dylan Behnk                           |
| Volleyball                     | Sarah Edwards   |
| Assistant Volleyball           | Kenneth Schroeder/ Billie Wortmann/Kelsey Fincher               |
| Junior High Volleyball         | Kenneth Schroeder/Carissa Kuchta                                |
| Cross Country                  | Mandy Hochstein/Joshua Nobles                                   |
| Bowling                        | Nate Holan/Mike Emmanuel  |
| Boys Basketball                | Tylor Fincher   |
| Assistant Boys Basketball      | Dylan Behnk/Ryan Macholan                                       |
| Junior High Boys Basketball    | Tylor Fincher/Rusty Fuller                                      |
| Girls Basketball               | Grant Rolfes  |
| Assistant Girls Basketball     | Hallie Ballinger/Josh Morten/Carissa Kuchta                     |
| Junior High Girls Basketball   | Grant Rolfes/Hallie Ballinger                                   |
| High School Track              | Dylan Behnk/Mandy Hochstein                                     |
| Asst. HS Track                 | Brandon Eickhoff/Billie Wortmann/Kenneth Schroeder/Fatima Reyes |
| Junior High Track              | Tylor Fincher/Rusty Fuller                                      |
| Boys Golf                      | Ken Kneifl/Mike Johnson   |
| Instrumental Music/Pep Band    | Mary Hahne  |
| Vocal Music                    | Joshua Noble  |
| Speech                         | A.J. Johnson/Dylan Dendinger                                    |
| National Honor Society         | LuAnn Spahr   |
| Concessions Manager            | Pam Anderson  |
| Concessions Assistants         | Amy Phillips-Fall & Winter/FCCLA-Spring                         |
| FFA                            | Emma Lammers  |
| FCCLA                          | Kelsey Schumacher   |
| Student Council Advisors       | Kari Ekberg/Sharon Lammers                                      |
| Yearbook Staff Advisor         | Rita Pedersen   |
| One-Act Play                   | AJ Johnson/Linda Kathol/Lindsay Stappert                        |
| Spirit Squad                   | Lori Peitz/Heather Fuelberth                                    |
| 7th Grade Sponsor              | Anne Stratman/Ken Kneifl  |
| 8th Grade Sponsor              | Pam Anderson/Tylor Fincher                                      |
| 9th Grade Sponsor              | Grant Rolfes/LuAnn Spahr  |
| 10th Grade Sponsor             | Ryan Macholan/Lindsay Stappert                                  |
| 11th Grade Sponsor             | Rita Pedersen/Lori Peitz  |
| 12 <sup>th</sup> Grade Sponsor | Cody Stappert/Lisa Rolfes                                       |

## **TRADITIONS**

### **STUDENT CREED**

As a student at Hartington-Newcastle Public Schools, I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior. Therefore, I will attempt at all times to:

- Strive for high scholastic standing and to support school activities to the best of my ability.
- Honor, respect and cooperate with my school, my teachers, my fellow students, and my community.
- Exhibit good manners, good speech, good sportsmanship, and friendliness toward all.

### **SCHOOL COLORS & MASCOT**

The colors selected for Hartington-Newcastle Public Schools are Purple and White.

Hartington-Newcastle Public Schools is proud to use the "Wildcat" as its official school mascot and emblem. The Student Council and/or the cheerleading squad will determine the selection procedures for the mascot. The mascot will attend all home football, volleyball, and basketball games. The mascot might also attend conference tournament and district tournament games. The purpose of the mascot is to promote school spirit, sportsmanship, and to try to involve the fans in a positive manner. The mascot will not provoke the opposing team, coaches, fans, or the referees. The mascot will not perform any types of jumps or tumbling routines. The student(s) selected to be the mascot must remember that their actions are a reflection on Hartington-Newcastle Public Schools. The TAD policy and academic eligibility policy apply to the mascot.

### **STUDENT CODE**

1. I will use the facilities offered by my school to enlarge and broaden my interest, to increase my knowledge, and to cultivate habits of industry and thinking.
2. I will avoid every form of cheating and dishonesty and will undertake to discourage all dishonorable practices.
3. I will obey every rule of the school, city, state and nation, and I will use my powers and influence for the common good.
4. I will be loyal to my school, my teachers, and schoolmates. I will do my part to make Hartington-Newcastle Public High School the best high school in all phases of scholastic and extra-curricular activity. I will cherish Wildcat tradition and help to uphold and preserve these traditions.
5. I have come to learn. By increasing my knowledge, I will have a better chance of achieving personal success.

## **GENERAL RULES**

1. Students will show respect for all school personnel.
2. Students will show respect for other students.
3. Students will not use obscene language or gestures.
4. Students should show respect for classroom rules.
5. Students will not enter the building before 7:45 a.m. (Exceptions: serving detention, teacher approved work time, & eating breakfast in commons.)
6. Students are not allowed food or drinks in the classroom areas or student locker areas. Only water in clear containers (or with clear lids) are allowed. Food and drinks will be allowed with prior approval by administration.
7. No cheating in the classroom. Students caught cheating in the classroom will pay the consequences of possibly failing the class.



## **DAILY SCHEDULE**

|                 |                                    |                 |                 |
|-----------------|------------------------------------|-----------------|-----------------|
| Warning Bell:   | 7:55am                             | Period 5B:      | 11:50am-12:37pm |
| Period 1:       | 8:00am-8:47am                      | Second Lunch:   | 12:10pm-12:37pm |
| Period 2:       | 8:50am-9:37am                      | Period 6:       | 12:40pm-1:27pm  |
| Period 3:       | 9:40am-10:27am                     | Period 7:       | 1:30pm-2:17pm   |
| Period 4:       | 10:30am-11:17am                    | Period 8 (HS):  | 2:20pm-3:07pm   |
| First Lunch:    | 11:20am-11:47am                    | Period 8 (JH)   | 2:20pm-3:36pm   |
| Period 5A:      | 11:20am-12:07pm                    | Home Room (HS): | 3:10pm-3:36pm   |
| Detention Hall: | 3:40pm-4:30pm (Mon-Tues-Wed-Thurs) |                 |                 |

## **HOMEROOMS**

Students in grades 9-12 will attend Homerooms from 3:10-3:36. Homeroom time is a common time where teachers and students are not in scheduled class sessions. This Homeroom will be used as a contact time for teachers and students who may need extra time together. In addition, it may be used as an advisory time and class or group meeting time. The first 10 minutes of Homeroom will be dedicated to Silent Sustained Reading (SSR).

This time is not an optional time for students. It is subject to any attendance policies (absences or tardies) that are in place at HNPS.

Students who meet the following criteria may be excused from Homerooms at 3:10 on Fridays:

- \*Student is not on the warning/failing list (No D's/F's)
- \*Student has not missed any school during the week (school activities are excused)
- \*Student has no tardies for the week
- \*Student is in good standing (no outstanding bills due, detentions owed, etc...)

## **HOMEWORK PLAN & HOMEWORK DETENTION**

Any 7th-12th grade student who does not hand in his/her homework when it is due will be warned by the teacher that all work is due by 8:00 a.m. of the following day. If a student fails to complete and turn in assignments by 8:00 a.m. of the next day, the teacher will notify the student that they will serve a Homework Detention. An attempt will be made to call the parents by the teacher to make them aware of what is expected of the student.

Homework Detention will be scheduled Monday-Thursday from 3:36 to 4:30 p.m. Those students who do not meet the deadlines of the Homework Plan will serve a Homework Detention.

\*\*\*If the student serves their detention on the initially scheduled day, they may leave at 4:05 p.m. If the student turns in their missing work prior to detention, the student may leave at 3:50 p.m.

\*\*\*If a student misses the initially scheduled day of detention, they will stay until 4:30 p.m.

\*\*\*If a student misses the first and second days of detention, they will serve an In-School Suspension.

## **CELL PHONE USAGE**

Students will not use their cell phones at any time during passing periods, in the lunchroom, in the bathrooms, in the locker rooms, or any other common school areas. If a student is caught using their cell phone by any school personnel member, it will be taken to the central office.

Cell phone usage in the classroom is prohibited, unless the teacher deems it appropriate for use. Inappropriate usage or usage without permission during class will result in the phone being confiscated and taken to the central office.

If a student's cell phone is confiscated by any school personnel member, it may only be picked up by the student's parent/guardian at the end of the school day.

## **SOFT DRINKS AND CANDY**

Soft drinks and candy **will not** be allowed in the regular classroom areas unless special permission is received from the classroom teacher and/or administration.

## **PERMISSION TO LEAVE SCHOOL PREMISES**

Students will not be able to leave the school grounds without parental permission or the permission of the administration. If an emergency situation should come up, a student will be taken home by a teacher, administrator or another school employee.

Any student requesting to leave the school premises over the noon hour for eating purposes, must bring a medical slip from the family doctor and present it to the Superintendent of Schools. A student that leaves the school grounds without permission of the administration is subject to disciplinary action by the building principal.

## **SCHOOL LOCKERS**

School lockers will be assigned to all 7-12 students. The school does not assume liability for articles left in the lockers. Students are encouraged to keep their lockers locked at all times and their combinations private. Students will be held accountable for any damages sustained while the locker is assigned to them. The lockers are school property and may be examined by school officials at any time (see proprietary rights listed below). Students may be asked to clean a messy or unclean locker. Pop is not allowed in the lockers at any time.

## **SCHOOL PROPRIETARY RIGHTS**

Hartington-Newcastle Public Schools have proprietary rights which allow school personnel to search school grounds, lockers, and vehicles at any time. This right may include private vehicles parked on school property. Unlawful acts being conducted on school property or illegal materials found on school property will be reported to the appropriate authorities.

## **MONEY AND VALUABLES**

Money and valuables left in the school building by any of the employees or students are not the school's responsibility. It is the personal responsibility of the individual concerned. The administration encourages students and faculty to be very cautious about bringing large amounts of money and items of value to the school.

## **DRESS CODE**

Students are expected to dress neatly and appropriately at all times. Students who wear inappropriate attire will be asked to change their clothing. Inappropriate shall mean any clothing which causes an undue amount of attention to be drawn to the student or which disrupts the normal functioning of the school in any fashion. Violations of this rule may result in a phone call to the parents of the students involved and/or a trip home to change the offending clothing. Also at the discretion of the high school principal students may be given school track sweats to wear over the offending clothing for the duration of the school day. Continued violations of the dress code may result in detentions being given or a suspension from school. Absences created by these situations will be handled as a violation of the attendance policy.

Examples of unacceptable dress include: **1)** any clothing advertising drugs, alcohol, tobacco or any other illegal substances or actions; **2)** any attire with obscene, vulgar, offensive, risqué, profane, lewd, pornographic, or other inappropriate language; **3)** caps, hats, bandanas, etc. (unless required for safety reasons or if approved by the administration for special school occasions); **4)** any clothing containing excessive or large holes, rips, or tears above the knee which reveal bare flesh or undergarments; **5)** any clothing, jewelry, or other paraphernalia that may identify a student as a member of a gang or other group not approved or sponsored by HNPS; **6)** any bare shoulder clothing (such as tank tops, spaghetti strap tops or dresses and strapless dresses) unless covered at all times by some other top such as a sweater, shirt, or blouse; and **7)** any clothing which allows a bare midriff to show.

The administration reserves the right to make decisions on the acceptability of student dress that may not fall specifically into any of these examples.

## **SHORTS POLICY**

Shorts may be worn the 1<sup>st</sup> quarter and the 4<sup>th</sup> quarter of the school year. Shorts should be clean and free of holes. Cut-offs, spandex/biker shorts, and boxers are not acceptable. Shorts are not to be worn so loosely that underwear will show. Shorts should be as long as your fingertips when arms are at your side. The wearing of shorts may be suspended for certain days or events. This is at the discretion of the administration. If shorts are determined to be inappropriate, the student may be sent home to change or given a pair of track sweats to wear. The time away from school would count as an absence for the student.

## **STUDENT MEDICATION**

It is important that parents/guardians inform the principal every time their child needs special medical attention or needs to take special medicines. If school personnel are aware of any medical needs, better assistance can be offered to students. It is important you know that school personnel WILL NOT be dispensing aspirins or any non-prescription medication to students. Also, no medication is administered to our students without a written order from the student's physician and parental/guardian permission. For convenience, the school has a form which may be used.

No medication will be dispensed at school if the prescribed medicine exceeds the recommended dosage.

## **MEDICATION POLICY**

Medications for administration at school are kept in the school office and administered by trained school personnel. Medication will be administered only in accordance with the Medication Aide Act. Medications will be administered during school hours as necessary to provide appropriate educational services. Parents/guardians are encouraged to administer medications at home if at all possible. Medication administration at school requires the following:

- Signed parent request form (available in the school office)
- Pharmacy label or doctor's written prescription
- Medication in original labeled container

The School District reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the recommended dosage, or which could be prescribed in a manner which would eliminate the need to administer during school hours.

The school's medication administration policies state that medications for administration at school are kept in the office.

Students with diabetes, students with asthma, and students with severe allergies occasionally require more immediate access to medications for self-administration than the school office can provide.

Parents or guardians of students may receive permission for their students to carry emergency medications for self-administration as deemed necessary by their physician or by the school nurse. The students, parents/guardians, school nurse, administrator, and prescribing physician must all concur that the student carrying emergency meds for self-administration is an appropriate plan.

## **GUIDELINES FOR USE OF OVER-THE-COUNTER PRODUCTS**

Products for topical application that may be used in school at the discretion of the school nurse Note: Written parental consent is not required prior to use of the products listed below.

|                   |  |
|-------------------|--|
| Skin Lotion       | Isotonic saline eye solution, or solution for contacts |
| Deodorant         | Saline wound wash                                      |
| Vaseline/Lip balm | First Aid Cream  |
| Aloe Gel          | Rubbing Alcohol  |

Products that may be used at parent request (intermittently or continuously):

Note: Parent provides supplies in original, labeled, container. Parents also provide signed written consent and instructions for use of products.

|   |  |
|---|--|
| Desitin ointment  | Teething Gel                               |
| A&D ointment  | Powders (talcum and/or medicated products) |
| Non-prescription eye drops  | Non-prescription cough drops or lozenges   |
| Non-prescription topical ointments                                  |  |
| Non-prescription antiseptic products not listed in Section 1, above |  |

## **LICE POLICY (BOARD POLICY NO. 5062)**

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

## **HEALTH SERVICES**

A STUDENT BECOMING ILL DURING THE SCHOOL DAY MUST REPORT TO THE CENTRAL AND/OR SCHOOL NURSE. If it is necessary to go home or to a doctor, the Central Office will inform the parent and the student will be released from school. The parents/guardians are encouraged to pick up their children if they are ill. Students leaving due to illness without properly checking out will be counted as truant from those classes missed.

## **DEFIBRILLATORS**

There are four automatic external defibrillators (AEDs) located on Hartington-Newcastle Public Schools property. CPR and AED training is provided to all HNPS staff every two years through the American Heart Association to certify them in the use of these AEDs. Expiration dates and battery checks of the AEDs are performed monthly by the school.

One AED is located outside the gym where it is mounted on the wall. There is also a traveling AED located on the counter below the First Aid cabinet in the central office when it is not out of the building. Coaches are responsible for transporting this AED to a practice or event that is taking place outside of the HNPS facility. Should more than one event take place in the fall at the same time outside of the facility, football events will take priority over volleyball, and volleyball events will take priority over cross country. The AED in the elementary is located in the nurse's office. The last AED is located in the VoAg building in the office and is mounted on the wall.

## **GUIDELINES FOR THE DISMISSAL OF STUDENTS WITH HEALTH CONCERNS**

\*The student has a temperature of 100 degrees or more.

\*The student has an undiagnosed rash/skin lesion. (If the student sees a physician, they may be readmitted with a written statement that the rash is not contagious.)

\*Head lice (see policy above).

Other conditions which may warrant a student being sent home include:

\*Inflamed red eyes and/or drainage

\*Vomiting and/or diarrhea

\*Frequent persistent cough

\*Earache and/or drainage from ear

\*Questionable illness/injuries that may require a physician's evaluation

\*Sores that appear infected or are draining

Note: School nurses do assessments, but do not diagnose.

### **READMISSION**

Parents/guardians must report illnesses of students to the school office. Students having absences of three days or more due to communicable disease or injury must report to the office before attending class. In questionable cases, a statement from the student's physician may be requested by the school nurse.

Students returning after a contagious disease may be admitted when free of symptoms (must be fever free for at least 24 hours) at the discretion of the nurse or administrative personnel. Generally, the student may return 24 hours after an antibiotic has been started for treatment, including pinkeye medication. For complete infection control guidelines, contact the school nurse.

### **SCREENING OVERVIEW**

Planning, conducting, and managing the school health screening program are important functions of the school nurse. Enrolled students are provided health screening in accordance with Nebraska State Statute.

The screening is conducted to identify health concerns in as early a stage as possible, in an effort to enhance learning. Screening is not intended to be diagnostic, but to identify students with potential problems. Contact your school nurse for any questions regarding screening.

The state statute requiring health inspections in Nebraska does not allow a waiver option. Parents or guardians who request that their child not be screened at school must provide current screening results from a medical provider. The screening results provided to the school are to be dated no earlier than May 1 of the current calendar year and must be provided to the school nurse by December 1. If no screening results are provided by December 1, the student will be screened at school for a minimum of vision, hearing, and dental. The cost of the screening by an alternate provider is the responsibility of the parent or guardian.

### **STUDENT ACCIDENTS**

All students are encouraged to purchase accident insurance, either through the school or through regular family coverage. The Hartington-Newcastle Public Schools District is a carrier for accident insurance to cover school children of all ages. Enrollment forms for the student insurance program are available at the time of registration or may be picked up in the school office. Any accident on school property (including buses) must be reported to the school immediately. Failure to do so could jeopardize coverage under your accident policy.

## **GRADING SYSTEM**

Students enrolled in most classes will use the grading system outlined below:

|    |        |    |            |
|----|--------|----|------------|
| A+ | 100-99 | C  | 82-78      |
| A  | 98-93  | D+ | 77-75      |
| B+ | 92-90  | D  | 74-70      |
| B  | 89-86  | F  | 69 & Below |
| C+ | 85-83  |    |            |

Students who are enrolled in **dual credit courses** will be graded using the college grading system outlined below:

|    |        |    |            |
|----|--------|----|------------|
| A+ | 100-96 | C  | 75-70      |
| A  | 95-90  | D+ | 69-66      |
| B+ | 89-86  | D  | 65-60      |
| B  | 85-80  | F  | 59 & Below |
| D+ | 79-76  |    |            |

## **GRADE POINT AVERAGE AND CLASS RANKS**

A student's academic standing is referred to in terms of a cumulative grade point average (GPA). All seniors' GPAs are used for determining numerical rank in the class. Any grades, other than A-B-C-D-F, are not included in grade point average. Band, teacher assistant, chorus, and resource/remedial classes are not included in the student's cumulative GPA.

Students may retake a class for a higher grade and GPA. Students may retake a class once. The final grade for a class will be the retaken one.

Each year a valedictorian and a salutatorian will be selected by GPA from the graduation seniors. Seniors must have attended their full senior year at HNPS to be considered for this distinction.

## **HONOR ROLL**

**HIGH HONOR ROLL** -- In order for a student to make the High Honor Roll, they must have a GPA of 3.5 or higher for the reporting term.

**HONOR ROLL** -- In order for a student to make the Honor Roll, they must have a GPA of 3.0 or higher for the reporting term.

## **GRADES AND REPORTS TO PARENTS**

Report cards are issued after each quarterly grading period during the regular school year. Parents will receive the report cards for the first grading period during parent-teacher conferences. The report cards will be sent by mail for the second, third, and fourth grading periods.

Parents of students who have a failing weekly average in any class will receive written notification from the school.

Written quarterly progress reports with a report card are mailed to parents for students working on an individual education plan. Conferences are encouraged at any time.

## **INCOMPLETES & RETAKING CLASSES**

1. Students are reminded that an incomplete received at nine-weeks or semester period must be made up within a period of TWO WEEKS following the close of the nine weeks or semester.
2. If a student fails to complete the required work in this period of time, he or she will receive a zero (0).
3. The exception would be extended illness, hospitalization, and an individualized educational program dealing with curriculum modification.
4. High School students (grades 9-12) that fail a required semester or yearlong course will need to retake the course to meet graduation requirements.
5. Junior High students (grades 7-8) that fail a core course will be required to retake the course. If they fail multiple core courses, they may be subject to retaking 7th or 8th grade over.
6. Junior High students (grades 7-8) may retake a failed course online during the summer months, but work must be completed at the school.

## **ELIGIBILITY STANDARDS WEEK TO WEEK**

All students participating in interschool or extracurricular activities must meet the academic eligibility standards established by Hartington-Newcastle Public Schools. An interschool activity is defined as competition between schools or individuals. An extracurricular activity is one in which a student does not receive a grade or credit.

Each teacher will submit to the principal by noon on Monday a list of students who are cumulatively failing (F) or who are in danger of failing (D) to meet class requirements. The principal will send a report to the parents/guardians of these students on a weekly basis.

Students who receive a third failing notice in a course will be ineligible for all interschool and extracurricular activities for the week running from Tuesday morning to Tuesday morning. Students who are failing two or more classes at the same time will become ineligible after receiving two failing notices in those courses. Students failing three or more classes on a reporting day are immediately ineligible.

Additionally, students who fail a quarter of a course will be ineligible for the first week of the following quarter. Students who fail a semester of a course will be ineligible for the first two weeks of the next semester.

Ineligible students will not travel with their teams/groups if the leave time is scheduled during school hours.

## **STUDENT ASSISTANCE TEAM**

Students experiencing academic difficulties may receive help through the Student Assistance Team Process. The team:

1. may consist of the SAT coordinator, guidance counselor, high school principal, and any faculty members involved with the student's day-to-day schedule.
2. may be expanded to include the student, parents/guardians, and other faculty.
3. shall review all referrals from faculty members that have a vested interest in the student; understanding that not all problems the student has will be academic in nature.
4. will make recommendations to the parents/guardians and the student.
5. shall continue to monitor the academic progress of the student.
6. shall see that all proceedings of the meetings are documented.



## **SPECIAL EDUCATION**

Students identified as having certain educational handicaps may receive special services through an individual educational plan. No student will receive special services without written parent/guardian approval. A copy of the complete procedures is available from the Director of Special Education.

## **PARENT/GUARDIAN CONCERNS**

Parents/guardians are encouraged to contact their child's teacher(s) on an individual basis if a problem or concern arises, or just to see how your child is doing in school. Please call to make an appointment.

## **GUIDANCE SERVICE**

The guidance program has been developed to provide the students of Hartington-Newcastle Public Schools with academic counseling, career counseling and personal counseling.

\*Academic counseling assists students in the selection of courses and monitors students' progress through the school year.

\*Career counseling involves the assessment of students' interests and abilities in relation to the world of work. Various resources are available to all students to aid in career development.

\*Personal counseling involves providing assistance to students in order to help them make better decisions, establish better use of their resources, and to make adjustments to life's demands that are satisfying to both themselves and to society.

## **THE DISPUTE RESOLUTION POLICY**

Resolving a dispute with school personnel of the school district starts with direct contact with them. If the conference with, or action by the parties, is not successful in resolving the disagreement, the party filing the complaint needs to write out their dispute and give it to the Superintendent of Schools within five (5) school days.

The Superintendent of Schools will review the dispute and will make a decision on the amount of information given within 5 school days from when the dispute was received.

## **VISITORS TO OUR SCHOOL**

All visitors to the school must check in at the central office upon their arrival at the school. A pass will be given to all visitors which will allow them to be in the building. Students who bring a guest to school must report to the building principal to receive permission for their guest to be in the building. Anyone who sees a visitor without a pass should report this to the administration.

## TRANSPORTATION REGULATIONS

### VEHICLES

The following has been adopted by the Hartington Board of Education:

Students who drive to school are required to drive directly to school, park the vehicle in the designated area, and leave it parked until such time as it is required to drive home. Students are asked to park on the north and east side of the building. No student or faculty member is to park in the area reserved for the administration on the east side of the building near the offices. Students are not permitted to ride around, sit in, or sit on any vehicles during the noon hours. This includes students living within the city limits.

### INTERSCHOOL ACTIVITY TRIPS

Any student who participates in activities sponsored by the school, and who is under the supervision of teachers, coaches, etc., are **REQUIRED** to ride to and from the activity with the group or team in the vehicle provided.

An exception to the above rule may be granted by the administration (with parental approval) if a student must attend another school sponsored activity on the same day and must return to prepare for that activity.

With a signed permission slip, a student may ride home with his/her parents. The permission slip must be signed and turned in to the central office for approval before the event/trip takes place.

### SCHOOL BUS

To operate the bus to the best advantage of all, it is important that you be at your place at the right time. The bus drivers are entitled to the same courteous treatment as you extend to the faculty of the school. The administration and the Board are very much concerned about the safety and welfare of all students riding the bus. The drivers have full authority to maintain order on the buses.

**IMPORTANT NOTICE:** If the conduct of a student or students is such that it jeopardizes the safety of the other children, the parents of that student(s) will be contacted. If improvement does not take place, the Board may follow through with the action of suspending students from riding the bus.

### BUS SAFETY

**BEHAVIOR ON BUSES A CONCERN:** There is an increasing concern about the lack of appropriate behavior by students who ride school buses. Appropriate behavior is directly related to bus safety as distractions interfere with the driver's focus on the road. Please review the following rules as posted in each bus with your children.

**"DON'T LOSE YOUR RIDING PRIVILEGE!"**



## **FOLLOW THESE RULES**

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Keep the bus clean.
4. Cooperate with the driver.
5. Do not smoke.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus drivers are authorized to assign seats.



We consider riding the bus a "privilege" and one that can be denied. The following consequences to inappropriate behavior will be implemented:

1st Offense: Verbal warning from bus driver.

2nd Offense: Written notice and phone call to parents from Principal or Supt.

3rd Offense: Written notice and phone call to parents from Superintendent and loss of bus riding privileges.

## **SCHOOL TRANSPORTATION AND SEVERE WEATHER**

Parents of a bus rider should know that during severely cold weather or blizzard conditions that bus routes and times may change. Concerned parents should check the bus location by calling neighbors to see if the bus has been there. The bus driver will not leave the school children alone.

## **STUDENTS AT SENIOR STATUS**

The senior class is expected to display leadership qualities for the rest of the student body. A student must have 190 credit hours in order to be classified as a senior. Parents of a senior should attend all financial meetings. Seniors and their parents should meet with the guidance counselor on college selections and career choices.

## **SENIOR COLLEGE DAYS**

A senior may request TWO visitation days to institutions of higher learning without being counted absent for that day. The following criteria **MUST** be met before this day is granted.

1. A senior must start by making all arrangements through the guidance office.
2. A senior **MUST** return a form to the guidance office signed by parents or guardians. The form will clearly state the day, time and place of the college visitation. The parents **MUST** approve the visitation. The counselor will make all arrangements with post-secondary schools.
3. A senior will get final approval for the visitation from the building principal. The building principal reserves the right to deny the request if the above procedures are not followed.
4. Requests for visitation after April 15th of the present school year may be denied.
5. Any exceptions other than those listed above must have approval of the Superintendent of Schools.

## **JUNIOR COLLEGE DAYS**

A junior may request ONE visitation day to institutions of higher learning without being counted absent for that day. The following criteria MUST be met before this day is granted.

1. A junior must start by making all arrangements through the guidance office.
2. A junior MUST return a form to the guidance office signed by parents or guardians. The form will clearly state the day, time and place of the college visitation. The parents MUST approve the visitation. The counselor will make all arrangements with post-secondary schools.
3. A junior will get final approval for the visitation from the building principal. The building principal reserves the right to deny the request if the above procedures are not followed.
4. Requests for visitation after April 15th of the present school year may be denied.
5. Any exceptions other than those listed above must have approval of the Superintendent of Schools.

## **SENIORS LAST DAY OF SCHOOL**

The administration will determine the last day of school for seniors after all rules and regulations of the State Department of Education are met.

## **SENIOR COMMENCEMENT CEREMONY (BOARD POLICY NO. 6006)**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma.

## **HARTINGTON-NEWCASTLE SENIOR HIGH GRADUATION REQUIREMENTS**

|                    |                  |
|--------------------|------------------|
| English            | 40 Credit Hours  |
| Social Studies     | 30 Credit Hours  |
| Mathematics        | 30 Credit Hours  |
| Science            | 30 Credit Hours  |
| Personal Finance   | 10 Credit Hours  |
| Computer Science   | 10 Credit Hours  |
| Physical Education | 10 Credit Hours  |
| Electives          | 70 Credit Hours  |
| Total Credit Hours | 230 Credit Hours |

English must be taken each semester in grades 9-12, and mathematics must be taken as a freshman, sophomore, and junior. (Exception: If a student applies for early graduation through the Student Assistance Team Process.)

Ten credit hours constitutes two semesters of work.

Many colleges recommend (and in some cases, require) students take the following courses in high school:

- four years of English
- three years of Social Studies
- three years of mathematics (four years are strongly recommended)
- three years of science (four years are strongly recommended)
- two years of a foreign language.

### **ACCEPTING CREDITS**

A transfer student's credits will be reviewed and processed on an individual basis. On advice from the Nebraska Department of Education, the guidance counselor will make recommendations to the administration.

## **HARTINGTON-NEWCASTLE PUBLIC SCHOOLS**

### **COURSE OFFERINGS**

2023-2024

#### **REQUIRED-9**

English I  
Physical Science  
Pre-Algebra OR Algebra I OR Geometry  
Physical Education I OR Strength Training

#### **REQUIRED-10**

English II  
Biology  
Algebra I OR Geometry OR Algebra II  
Computer Applications II

#### **REQUIRED-11**

English III  
American History II  
Integrated Science OR Chemistry  
Geometry OR Algebra II OR Pre-Calc/Trig.

#### **REQUIRED-12**

English IV  
Government  
Personal Finance

\*All students are required to take at least one Social Studies course during their 9<sup>th</sup> & 10<sup>th</sup> grade years (Economics/Geography OR World History).\*

\*\*\*\*\*

#### **FAMILY & CONSUMER SCIENCE**

\*Digital Design..... 11-12  
\*Advanced Digital Design..... 11-12  
\*Clothing and Textiles..... 10-12  
\*Housing/Home Furnishings..... 10-12  
\*Nutrition and Food..... 9-12  
\*Intro to Design Principles..... 9-12  
\*Human Growth and Development..... 10-12  
\*Parenting/Child Development..... 10-12  
\*Interpersonal Relationships..... 11-12  
\*Life & Career Readiness..... 11-12  
\*Culinary..... 11-12  
\*Baking and Pastry..... 11-12

#### **COMPUTER SCIENCE**

Computer Applications II.....10  
Advanced Computer Applications..... 10-12  
Operating Systems/Networking..... 10-12

#### **SCIENCE**

Physical Science.....9  
Biology..... 10  
Chemistry..... 11-12  
Anatomy & Physiology..... 11-12  
Physics..... 12  
Advanced Biology..... 11-12  
Integrated Science..... 11

## BUSINESS

|                          |       |
|--------------------------|-------|
| Accounting I.....        | 10-12 |
| Accounting II.....       | 11-12 |
| Personal Finance.....    | 12    |
| Business Technology..... | 10-12 |

## ART

|              |       |
|--------------|-------|
| Art I.....   | 9-12  |
| Art II.....  | 10-12 |
| Art III..... | 11-12 |
| Art IV.....  | 12    |

## ENGLISH

|                          |       |
|--------------------------|-------|
| English I.....           | 9     |
| English II.....          | 10    |
| English III.....         | 11    |
| English IV.....          | 12    |
| Advanced English IV..... | 12    |
| Journalism.....          | 10-12 |
| Yearbook.....            | 11-12 |

## MATH

|                    |       |
|--------------------|-------|
| Pre-Algebra.....   | 9     |
| Algebra I.....     | 9-12  |
| Algebra II.....    | 10-12 |
| Geometry.....      | 9-12  |
| *Pre-Calculus..... | 11-12 |
| *Trigonometry..... | 11-12 |
| Calculus.....      | 12    |

## MUSIC

|             |      |
|-------------|------|
| Band.....   | 9-12 |
| Chorus..... | 9-12 |

## SOCIAL STUDIES

|                                |      |
|--------------------------------|------|
| World History.....             | 9-10 |
| American History II.....       | 11   |
| Advanced American History..... | 11   |
| Government.....                | 12   |
| Psychology.....                | 12   |
| *Economics.....                | 9-10 |
| *Geography.....                | 9-10 |

## OTHER ELECTIVES

|   |       |
|---|-------|
| Certified Nursing Assistant.....        | 10-12 |
| Med Aide.....                           | 10-12 |
| Experience-Based Career Ed. (EBCE)..... | 11-12 |

\*One Semester Course

## PHYSICAL EDUCATION

|                             |       |
|-----------------------------|-------|
| Physical Education I.....   | 9     |
| Physical Education III..... | 10-12 |
| Strength Training.....      | 9-12  |
| Adaptive PE.....            | 7-12  |

## FOREIGN LANGUAGE

|                  |       |
|------------------|-------|
| Spanish I.....   | 9-12  |
| Spanish II.....  | 10-12 |
| Spanish III..... | 11-12 |
| Spanish IV.....  | 12    |

## INDUSTRIAL TECHNOLOGY

|                                       |       |
|---------------------------------------|-------|
| *Woods I.....                         | 9-12  |
| *Metals I.....                        | 9-12  |
| *Electricity.....                     | 10-12 |
| *Small Engines.....                   | 10-12 |
| CAD.....                              | 11-12 |
| *Woods II.....                        | 10-12 |
| *Metals II.....                       | 10-12 |
| Construction (2 Periods Per Day)..... | 11-12 |

## AGRICULTURE SCIENCE

|                            |       |
|----------------------------|-------|
| Intro to Ag.....           | 9-10  |
| *Veterinarian Science..... | 11-12 |
| *Plant Science.....        | 10-12 |
| *Animal Science.....       | 10-12 |
| *Wildlife Management.....  | 11-12 |
| *Landscaping.....          | 11-12 |
| *Leadership.....           | 11-12 |
| *Natural Resources.....    | 10-12 |
| *Ag Business.....          | 10-12 |

## JUNIOR HIGH COURSES

|                                    |     |
|------------------------------------|-----|
| Science.....                       | 7-8 |
| Math.....                          | 7   |
| Pre-Algebra.....                   | 7-8 |
| Social Studies.....                | 7-8 |
| Physical Education.....            | 7-8 |
| Independent Study.....             | 7-8 |
| Language Arts.....                 | 7-8 |
| Health.....                        | 7   |
| Financial Literacy.....            | 8   |
| Band.....                          | 7-8 |
| Choir.....                         | 7-8 |
| *Art.....                          | 8   |
| *Computer Apps.....                | 7-8 |
| *Family and Consumer Sciences..... | 7   |

## **EARLY GRADUATION – BOARD POLICY NO. 5066**

### **GENERAL POLICY**

Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

### **REQUIREMENTS FOR APPLICATION**

In unique circumstances, the Board may waive the four year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes support the student's application.

### **CONSIDERATION BY THE BOARD OF EDUCATION**

The principal will make a written recommendation to the Board based on the submitted application from the student. The Board will consider but is not bound by the principal's recommendation. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines that the student is best served by permitting the student to graduate early.

### **PARTICIPATION IN DISTRICT ACTIVITIES**

Early graduates will be considered graduates of the district at the time the board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

## LUNCH SERVICES

### LUNCH PROGRAM

School lunch meals will operate on a pre-payment basis, as follows:

1. Please send lunch money with your child on the first day of school.
2. Your payment will be applied to each child's account. Once their account depletes to \$10, you will be sent an email or text reminder to replenish the account. Once your child's account has gotten to a \$0 balance he/she will not be allowed to get any seconds or a la carte items until a payment is made.
3. Hartington-Newcastle Public Schools is a closed campus lunch program. Students will not be allowed to leave school for lunch unless for medical reasons. All food deliveries to the school must have prior approval of the principal.

Please see your school packet for lunch prices. Applications for free and reduced meals are also included in the school packet or can be picked up at the Central Office. Families are encouraged to apply anytime throughout the school year.

Please call the central office if you have any questions about the lunch program.

### LUNCH ROOM

The commons area will serve as the ONLY AREA for students to eat lunch. Students MUST clean off tables after eating and keep the floor clean. Students must wait until all have gone through the line once before going back for second helpings! Violators of these simple rules will be reported to the proper authorities:

- 1) Students will not throw food.
- 2) Students will not run to the lunch room.
- 3) Students will not take food out of the commons area.

### BREAKFAST & LUNCH SCHEDULE

Breakfast will be served every morning from 7:40 to 7:55 for all grades. There are two lunch periods a day (11:20 to 11:47 and 12:10-12:37).

### LUNCH BILLS POLICY

When any student's balance gets to \$0 balance, that student will not be allowed to get any seconds or a la carte items until a payment is made. Once payment has been made, the students will be served in the same manner as before. The student can also pay cash each day for the extras.

**STUDENTS WILL BE CHARGED \$1.00 for a second entrée and .50¢ - \$1.00 for all other seconds including from the a la carte cart.**

### BREAKFAST & LUNCH PRICES

|                   |        |                          |        |
|-------------------|--------|--------------------------|--------|
| Breakfast (PK-12) | \$1.95 | Elementary (PK-6) Lunch  | \$2.90 |
| Adult Breakfast   | \$2.45 | High School (7-12) Lunch | \$3.20 |
| Reduced Breakfast | \$0.30 | Adult/Guests Lunch       | \$4.30 |
| Extra Milk        | \$0.50 | Reduced Lunch            | \$0.40 |

\*\*\*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.\*\*\*



## WEATHER INFORMATION

### BAD WEATHER DISMISSAL

At times when weather conditions are severe, school may have to be dismissed. This information will be given to you over radio station WNAX 570 A.M. in Yankton and Cedar Vision in Hartington. It will also go out through the NotifyPlus Phone Service to all families. **PLEASE DO NOT CALL THE SCHOOL OR SUPERINTENDENT TO FIND OUT IF THERE IS SCHOOL.**

### FIRE DRILLS

Sec. 79-706 of Nebraska School Laws requires fire drills to be held once a month. Students will pass from the classroom areas rapidly without talking. **ABSOLUTELY NO RUNNING!**

The first student out of the exit doors will hold the doors until the room is empty. Always keep your class in an organized group so roll can be taken.

### TORNADO DRILL INFORMATION

Tornado drills will be conducted at the appropriate times of the year. These simple rules should be followed:

1. **ABSOLUTELY NO TALKING AT ANYTIME.**
2. Students should move quietly and quickly to designated areas.
3. **Students will go to the following areas.**
  - a. Grades PK-6 to the girl's locker room.
  - b. Grades 7-8 to the middle of the weight room.
  - c. Grades 9-12 to the boy's locker room.
  - d. Public School shop students will enter the Cedar Catholic building through the east entrance and go to the basement.
4. Students should go to designated areas in a **SINGLE FILE** line.

### TORNADO DRILL INFORMATION FOR PARENTS AND GUARDIANS

Once a Tornado Warning has been issued, Civil Defense and School Officials recommend that parents or guardians do not call the school or attempt to pick up their children until a **CLEAR SIGNAL** has been given. This will help officials attempt to keep an accurate account of the children and your cooperation will be greatly appreciated.

When a Tornado Watch has been given, people tend to not pay attention. When a Warning has been given the tendency is to think the worst. Therefore, the Civil Defense and School Officials need to be able to conduct Practiced Drill Procedures without interruption when a warning has been given.

## **STUDENT INTERNET AND COMPUTER USE – BOARD POLICY NO. 5037**

Students are expected to use computers and the Internet as educational resources. 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 electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in online auctions, online 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 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. Unacceptable Use**

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 educational purposes.

## **ATTENDANCE & EXCESSIVE ABSENTEEISM**

### **OVERVIEW**

Board of Education Policy No. 5001 outlines the district's Compulsory Attendance and Excessive Absenteeism policy. The information found below outlines some of Policy No. 5001, along with some additional information on attendance and excessive absenteeism.

### **ATTENDANCE & EXCESSIVE ABSENTEEISM**

The following absences may be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (physician's verification required after 4 consecutive days of absence for illness).
2. Severe weather.
3. Medical appointments for the student (a doctor's note must be provided).
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding, or graduation.
6. Appearance at court or for other legal matters.
7. Observance of religious holidays of the student's own faith.
8. College planning visits.
9. Family trips in which the student accompanies parent(s)/legal guardian(s), and
10. Other absences which have received approval from the Principal.

\*\*\*School activities and functions that are attended by the student will be considered Excused as well.

Unexcused absences are any absences which are not excused. A student who engages in unexcused absences may be considered truant per state law Neb. Rev. Stat. '79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the following procedures will be followed:

- a. One or more meetings shall be held between a school attendance officer or school administrative staff, the child's parent or guardian, and the child, if necessary, to report and to attempt to solve the excessive absenteeism. If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.
- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

### **REPORTING EXCESSIVE ABSENTEEISM TO THE COUNTY ATTORNEY**

If a student is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted.

### **GENERAL ATTENDANCE POLICIES FOR GRADES 7-12**

More than seven (7) unexcused absences from any class or classes per semester, FOR ANY REASON, may constitute loss of credit for the subjects involved. In addition, every fourth (4th) tardy per class period will constitute for one of the seven (7) unexcused absences.

If students should lose their credits for irregular attendance, they must take those required courses over for the semester in which the absences occurred. Students need not take elective courses over, unless they need them for meeting the 230 credit hour graduation requirement.

### **PERFECT ATTENDANCE**

Perfect attendance is a noteworthy accomplishment for a student. A student will receive perfect attendance if they receive credit for attendance for every class period during a quarter or semester. A student will have their absences waived for a school activity or a funeral.

### **CONDUCT AT OUT-OF-TOWN EVENTS**

All rules and regulations adopted by Hartington-Newcastle Public Schools apply to our students at school functions or contests in other towns as well.

Consequences: Subject to the judgment of the administration.

### **ANTI-BULLYING POLICY**

Board of Education Policy No. 5054 outlines the district's bullying policy. Students are prohibited from engaging in any form of bullying behavior (physical, verbal, nonverbal, written, and electronic).

Disciplinary consequences for bullying behavior will depend on the frequency, duration, severity, and effect of the behavior. A student who engages in bullying behavior may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

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.

## **DATING VIOLENCE POLICY**

Board of Education Policy No. 5030 outlines the district's Dating Violence policy.

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

## **SCHOOL BOOKS AND LIBRARY/MEDIA CENTER POLICY**

### **SCHOOL BOOKS**

All books purchased by school boards or boards of education shall be the property of the district and loaned free of charge to pupils of the school while they are pursuing a course of study therein: but the boards shall hold such pupils, responsible for any damage to, loss of, or failure to return such books at the time and to the person that may be designated by the board. (Laws 1891: 1949. Reference: Nebraska School Law 79-734 to 79-737.

### **LIBRARY/MEDIA CENTER POLICY (Laws 1995, 1996)**

Students may come to the library/media center with permission from their classroom teacher. Extended time for doing research in the library/media center may be requested if the teacher giving the assignment signs a pass form for the student. The library offers an orderly atmosphere for reading and research; therefore the students are expected to be quiet in the library/media area and to respect the rights of others.

All library/media materials must be checked out. Nonfiction, fiction, and biography books are checked out for two (2) weeks and may be renewed from two (2) weeks. The student signs his full name on the book card and stamps the date due on the book card and the date due slip and/or the librarian scans the barcode and enters the data into the library automation program.

### **RETURNING LIBRARY/MEDIA MATERIALS**

All materials must be returned to the library circulation desk. Any student who DOES NOT return library/media materials will be charged the replacement cost of the materials. Any student who possesses library materials which were not properly checked out will be assigned detention time. Any student with overdue library/media materials will not receive his/her report card until the material is returned or the replacement cost is paid.

## **CENTRAL OFFICE PROCEDURES**

### **OFFICE PROCEDURES**

The daily bulletin is announced over the PA system at the beginning of the second period. All announcements should be turned into the office in writing or by email. Student Council members will read the announcements. Special announcements will be made in emergencies or at the end of 8<sup>th</sup> period/Homeroom.

Office computers and copy machines are not to be used by students. Students must have written permission from a teacher in order to get material copied from the office copy machines.

### **TELEPHONE**

Excessive use of the telephone may lead to loss of phone privileges.

Office phones should be used only for emergencies. Long distance phone calls are not allowed on school phones unless approved by an administrator. Parents should call students only in emergencies. Removing students from the classroom to take a phone call is very disruptive. Parents may leave messages with the office staff who will deliver it to the students between classes.

### **LOST AND FOUND**

All lost and found items of personal nature (watches, rings, clothing, etc.) are held in the school office. Library materials are routed to the library and textbooks to the teachers. If you have lost an item, check at the appropriate place. If you have found an item, take it to the school office.

## **REGULATIONS FOR SCHOOL ORGANIZATIONS**

### **DESCRIPTION OF ORGANIZATIONS**

A full description of each organization and activity sponsored by Hartington-Newcastle Public Schools is found in the Student/Parent/Guardian Activities Handbook. Parents/guardians may pick up one of these handbooks at the central office if it was not delivered to them in the fall packets.

### **SCHEDULING OF ACTIVITIES**

All activities, including organizational meetings, must be cleared with the Principal no later than noon on the Friday preceding the week of the meeting. This way, all activities will be entered on the weekly calendar and bulletin. Your request must be handed to the Principal and include the event, time, place, purpose of the meeting and persons involved.

### **ORGANIZATIONAL OFFICES**

No student may hold more than two offices in the same organization. A student may be limited in the number of class and organizational offices held.

### **FUND RAISING PROJECTS**

The administration discourages the use of fund raising projects in the community. Projects that are conducted at school or school events are allowed if approved by the administration. Special fund raising projects may be approved by the administration and board of education.

### ACTIVITY MONEY

School activity money shall be spent by activity groups only for school functions sponsored and approved by the sponsors and the Building Principal. Any balance of group money shall remain in the activity fund to be used for school purposes as designated by the group.

### SCHOOL ASSEMBLY PROGRAMS

School Assembly programs, organization convocations, and pep rally assemblies are scheduled throughout the school year. All students and faculty members are to attend unless excused by the principal.

### SPIRIT SQUAD

The squad will cheer at all home contests and at tournament games approved by the Administration. The cheerleading rules and regulations are contained in the “activities” handbook.

### PEP RALLIES

Requests for pep rallies must be made with the building principal. Requests should be made far enough in advance so they can be included on the weekly bulletin. Ordinarily, only one pep rally will be scheduled per week.

## **DANCE POLICY**

Dances are sponsored by the Student Council, National Honor Society, and other groups. These rules are to be followed when planning and sponsoring dances at Hartington-Newcastle Public Schools.

1. All dates who are not students of Hartington-Newcastle Public Schools must be registered before all dances. A list must be turned in to the building principal.
2. Students and their dates are expected to conduct themselves in an appropriate and acceptable manner at all dances. Unruly participants will be removed and parents and the police will be notified as appropriate.
3. Any student or participant who leaves a dance will not be re-admitted into the building that evening. Attempts will be made to notify parents.
4. Students from other schools who may be invited to attend dances at Hartington-Newcastle Public Schools will be expected to demonstrate the same behavior as HNPS students and will be treated in the same manner as students at HNPS.

## **STUDENT FEES – BOARD POLICY NO. 5045**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge student fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Please reference Board Policy No. 5045 for more detailed information on Student Fees at Hartington-Newcastle Public Schools.



## **STUDENT RECORDS – BOARD POLICY NO. 5016**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

### **COPYING FEES FOR SCHOOL DISTRICT RECORDS – BOARD POLICY NO. 3032**

Requests for copies of school district records shall be subject to applicable copying fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

#### **STUDENT RECORDS**

Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- \*Black and white letter or legal-sized photocopies: No charge.
- \*Computer data printouts: No charge.
- \*Other medium: Actual cost of reproduction.
- \*Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- \*To search for or retrieve any student's files or records.
- \*For a copy of a student's Individualized Education Plan (IEP).
- \*For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- \*If the fee effectively prevents the parents from exercising their right to inspect and review student records.

### STUDENT RECORDS – TRANSFER SCHOOL

A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

### PUBLIC RECORDS

Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

\*For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

\*For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.

\*For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.

\*The actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first four hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first four hours.

\*The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

\*Black and white letter or legal-sized photocopies: No charge for the first 10 copies; 10 cents for each copied page thereafter.

\*Computer data printouts: No charge for the first 10 pages; 10 cents for each page thereafter.

\*Other medium: Actual cost of reproduction.

\*Postage fees: Actual cost

### DEPOSIT

The school district may require a deposit before providing copies of public records if the estimated cost to fulfill the request exceeds fifty dollars.

### WAIVER

Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

## **ROUTINE DIRECTORY INFORMATION – BOARD POLICY NO. 5017**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- \*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
- \*Social media usernames or handles
- \*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 by the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

## **STUDENT DISCIPLINE – BOARD POLICY NO. 5035**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **PRE-KINDERGARTEN THROUGH SECOND GRADE STUDENTS**

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **MAKEUP WORK FOR SUSPENDED STUDENTS**

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations (“makeup work”). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school’s alternative program for expelled students in order to complete classwork or homework.

### **SHORT-TERM SUSPENSION**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

### **EMERGENCY EXCLUSION**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **WEAPONS AND/OR FIREARMS**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **LONG-TERM SUSPENSION**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **EXPULSION**

1. **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.

**2. 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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

**3. 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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

**4. Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

**5. Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

#### **GROUND FOR LONG-TERM SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (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 abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;

8. Engaging in bullying as defined in section 79-2,137 and in these policies;

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:

a. 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, national origin, or religion;

b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;

d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

f. Possession of pornography;

g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text



message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

l. Using any object to simulate possession of a weapon;

m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;

n. Violation of the school's audio and video recording policy; and

o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

#### **DUE PROCESS AFFORDED TO STUDENTS FACING LONG-TERM SUSPENSION OR EXPULSION**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting each charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary

records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. 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.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district and whose impartiality may not be otherwise reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

### **REPORTING REQUIREMENT TO LAW ENFORCEMENT**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

### **SEXUAL HARASSMENT – BOARD POLICY NO. 5027**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Retaliation against students who make good faith reports of sexual harassment is prohibited.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.