

Adopted  
5-16-2011

# Hemingford Public Schools 2011-2012 Student/Parent Handbook



*Empowering individuals  
to be  
**RESOURCEFUL,  
RESPECTFUL,  
and RESPONSIBLE...**  
Life-long learners.*

## **ARTICLE 1: MISSION AND GOALS**

The mission of Hemingford School District #10 in cooperation with parents and community is *Empowering individuals to be resourceful, respectful, and responsible Life-long learners*. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students to participate in our varied activities and thus find those things within our school that will prepare them to live a better life and finally take their place in this complex society. Their success at Hemingford Public Schools will be directly proportional to their efforts.

The school is a community made of students as citizens who have rights and responsibilities. A community must have rules, which govern the citizens to insure that all citizens can enjoy their rights. As citizens, we have a responsibility to respect and protect the fundamental citizenship rights of others. This handbook contains the policies and rules of the Hemingford Public Schools adopted by the Board of Education. School policies also delegate to the administration and staff the responsibility to make additional necessary rules to operate school programs in an orderly fashion.

### **Intent of Handbook**

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

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

### **STEPS TO RESOLVE CONCERNS**

If a parent or a student has concerns about a class or activity, they are asked to contact the following individuals sequentially, in order to resolve that concern.

1. Arrange with the principal to meet with teacher, sponsor, or coach.
2. Principal
3. Superintendent
4. Board of Education

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**HEMINGFORD PUBLIC SCHOOLS  
STAFF DIRECTORY 2011-2012**

**BOARD OF EDUCATION**

April Casey .....	President
Trish Schumacher .....	Vice President
JD Sutphen .....	Secretary
Bob Haas .....	Member
Alan Roland .....	Member
Randy Wood .....	Member
Joyce Klemke.....	Board Treasurer

**HEMINGFORD ADMINISTRATION**

Casper Ningen.....	Superintendent
Peggy Foster.....	Secondary Principal
Ron Foster .....	Elementary Principal
Mandy Plog.....	Director of Special Education

**HEMINGFORD ELEMENTARY TEACHING STAFF**

Ammie Frost .....	Kindergarten
Kerri Heusman .....	Kindergarten
Sue Benzel .....	1st Grade
Jennifer Gasseling.....	1st Grade
Joei Cullan .....	2nd Grade
Dee Hannaford.....	2nd Grade
Samantha Duncan .....	3rd Grade
Pamela Huddle .....	3rd Grade
Michelle Osmotherly .....	4th Grade
Sarah Andreasen .....	4th Grade
Cindy Lanik .....	5th Grade
Robyn Prochazka .....	6th Grade
Shari Frost.....	Pre-K
Linda Folkerts .....	Title I
Jeanette Chasek.....	K - 6 Resource
Gina Benda.....	Tech Coordinator/K-6 Computer
• Ramona Hucke.....	K-12 Counselor
• Sara Schmidt .....	K-6 Music & Elem Band
• Nancy Giorgi.....	K-9 Physical Education
• Sue Shaver .....	K-12 Media Specialist
• Judy Stewart.....	Nurse/Health Education
• ESU #13 Staff .....	K-12 Speech Pathology

## HEMINGFORD HIGH SCHOOL TEACHING STAFF

Cindy Ahrens .....	Introductory Math
David Chatelain .....	Social Studies
• Sara Schmidt .....	Band/Swing Choir
Joe Collins.....	Social Studies
Kate Jungck.....	English
• Nancy Giorgi.....	K-9th Physical Education
Randy Hiemstra .....	Activities Director and PE
Brandy Stark .....	Business/Tech Coordinator
Kay Horstman .....	Computer & Business
• Ramona Hucke.....	K-12th Counselor/Transitions
Lisa Janssen .....	Advanced Math
Gordon Karney.....	Vocational Agriculture Ed
Tim Lanik.....	Life Sciences & HS Physical Ed
Suzanne Neefe .....	Family Consumer Science
Brad Olson .....	Advanced Sciences
• ESU #13 Staff .....	K-12 Speech Pathology
Mandy Plog.....	School to Work
Cathy Herstead.....	English
• Sue Shaver .....	K-12th Media Specialist
• Sue Shaver .....	7th-8th Music/Reading
• Judy Stewart.....	Nurse/Health Education
Kelly Horn .....	7 – 12 Resource
Marla Wade.....	Art & Spanish
Dennis Zajic .....	7 – 9 Integrated Science

## SECRETARIES AND AIDES

Joyce Klemke.....	Business Manager
Lisa Haas.....	Secondary Secretary
Deb Campbell .....	Elementary Secretary
Brenda Davies.....	Elementary Library Aide
Tobie Buchheit.....	Paraprofessional
Christy Ningen.....	Paraprofessional
Jeannette Hucke .....	Paraprofessional
Pat Vogel.....	Paraprofessional
Lori Glendy .....	Paraprofessional
Kassy Broadway .....	Paraprofessional
Rachelle Poyzer .....	Paraprofessional
April Hanson.....	Paraprofessional
Reyna Ansley .....	Paraprofessional

## CUSTODIANS

Travis Broadway.....	Maintenance Supervisor
Lynn Weldon .....	Head/High School Custodian
Sandy Haas.....	Lunch Accounts/Trans. Director
Megan Cliame.....	Elementary Custodian
Karla Mapes .....	Gymnasium Custodian

**FOOD SERVICE PERSONNEL**

Nancy Yardley .....Food Service Manager  
Dorothy Rowe.....Baker  
Kim Yardley.....Food Service Aide  
Brenda Robb .....Food Service Aide

**BUS DRIVERS**

Sandy Haas.....Transportation Director  
Brenda Davies.....Route & Activities  
Phyllis Jesse .....Route & Activities  
Bob Haas .....Activities  
Brad Haas.....Activities  
Sandy Haas.....Route & Activities  
Tim Lanik.....Route & Activities  
Karla Mapes .....Route & Activities  
Tre Surbeck.....Route & Activities  
Pat Vogel .....Route & Activities  
Kim Wills.....Route & Activities  
Brad Olson .....Route & Activities

## **CLASS SPONSORS**

Class of 2012 – Seniors.....	Brad Olson Dave Chatelain
Class of 2013 – Juniors.....	Kay Horstman Sue Shaver
Class of 2014 – Sophomores.....	Ramona Hucke Joe Collins
Class of 2015 – Freshman .....	Brandy Stark Cathy Herstead
Class of 2016 – Eighth Grade.....	Gordon Karney Kelly Horn
Class of 2017 – Seventh Grade .....	Cindy Ahrens Kate Jungck

## **ACTIVITIES**

Athletic Club.....	Randy Hiemstra, Activities Director
Athletic Club .....	Tim Lanik, Activities Director
Instrumental Music .....	Sara Schmidt
Asst. Marching Band .....	Sue Shaver
Don't Do Drugs/Health Council.....	Judy Stewart
FFA .....	Gordon Karney
FCCLA.....	Suzanne Neefe
National Honor Society.....	Kate Jungck
One Act Play & Three Act Play.....	Tabi Bryner
Assistant One Act Play .....	TBA
Assistant Three Act Play (If needed).....	Irene Prochazka
Quiz Bowl.....	Marla Wade
School Improvement.....	Jeanette Chasek; Joe Collins
Skip 'N Cats.....	Nancy Giorgi
Speech.....	Judy Stewart
Assistant Speech (if needed).....	Staff
Student Council.....	Kay Horstman
World Stride DC Trip.....	Marla Wade
Yearbook.....	Kay Horstman
Cheerleading .....	Laura Weber

## COACHES

Activities Director.....	Randy Hiemstra
Activities Director.....	Tim Lanik
Co-Head Football.....	Jordan Haas
Co-Head Football.....	Randy Hiemstra
Assistant Football.....	Joe Collins
Jr. High Football - 7th.....	Brad Olson
Jr. High Football - 8th.....	Randy Hiemstra
Head Volleyball .....	Kerri Morrison
Assistant Volleyball.....	Laura Klemke
Jr. High Volleyball – 7 <sup>th</sup> .....	Jennifer Gasseling
Jr. High Volleyball – 8 <sup>th</sup> .....	Dave Chatelain
Head Cross Country.....	Cindy Lanik
Assistant Cross Country (if needed) .....	Tim Lanik
Head Wrestling .....	Chris Weber
Assistant Wrestling.....	TBA
Jr. High Wrestling - 7th .....	Gordon Karney
Jr. High Wrestling - 8th .....	Chris Weber
Head Girls Basketball .....	David Chatelain
Assistant Girls Basketball.....	Lisa Janssen
9 <sup>th</sup> Grade Girls Basketball.....	Lisa Janssen/Steve Morava
Jr. High Girls Basketball – 7 <sup>th</sup> .....	Cindy Ahrens
Jr. High Girls Basketball – 8 <sup>th</sup> .....	Lisa Janssen/Steve Morava
Head Boys Basketball.....	Randy Hiemstra
Assistant Boys Basketball.....	Joe Collins
9 <sup>th</sup> Grade Boys Basketball .....	Randy Hiemstra/Joe Collins
Jr. High Boys Basketball – 7 <sup>th</sup> .....	Brody Roes
Jr. High Boys Basketball – 8 <sup>th</sup> .....	Taren Wood
Head Coach Girls Track.....	Cindy Ahrens
Head Coach Boys Track .....	Tim Lanik
Assistant Track.....	Kay Horstman
Assistant Track.....	Lisa Janssen
Golf .....	Joe Collins/Brad Olson

# Hemingford Public Schools

## 2011- 2012 School Year

Adopted 2-14-11

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	<del>22</del>	<del>23</del>	24	25	26	27
28	29	30	31			

**First Semester**

Aug 15 Fall Sports Practice Begins

Aug 22-23 Beginning of School Teacher Work Days

Aug 24 First Day for Students 8:20 AM - 1:00PM

Aug 25-26 Regular Classes

Sept 5 **NO SCHOOL - Labor Day Weekend**

\*\*\*\*\*

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Sept 30 Homecoming**

Oct 21 End of First Quarter -42 Days

Oct 24 Beginning of 2nd Quarter

Oct 27 **NO SCHOOL-Assessment Day- 8:00-Noon**

Oct 27 Parent/Teacher Conferences 2:00-8:00PM

Oct 28 **NO SCHOOL - Fall Break**

\*\*\*\*\*

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<del>20</del>	21	22	23	24	25
26	27	28	29			

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<del>27</del>	28	29
30	31					

Nov 23-25 **NO SCHOOL-Thanksgiving Break**

\*\*\*\*\*

Dec 21 Dismiss for Christmas 1:00 PM

Dec 21-Jan 2 **NO SCHOOL-Christmas Break**

Jan 3 School Resumes

JAN 13 End of 2Q -47 Days & 1Sem-89 Days

First Semester = 89 Student Days & 92 Teacher Days

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Second Semester**

Jan 16 Begin Second Semester/3rd Q

Feb 20 **No school for students-- Mid Winter Break**

Feb 20 Teacher Inservice -- All Day

\*\*\*\*\*

Mar 13 End of 3rd Q - 41 Days

Mar 14 Beginning of 4th Quarter

November 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mar 15 **NO SCHOOL-Assessment Day- 8:00-Noon**

Mar 15 Parent/Teacher Conferences 2:00-8:00PM

Mar 16-19 **NO SCHOOL - Spring Break**

\*\*\*\*\*

Apr 6-9 **NO SCHOOL - Easter Break**

\*\*\*\*\*

April 2012						
S	M	T	W	T	F	S
					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 20 Graduation 2:00 PM

May 25 Last day of school-Ddismiss 11:30 AM

**Teacher Work Day 11:30 - 3:00 PM**

May 25 End of 4Q - 48 Days & 2Sem - 89 Days

May 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2nd Semester = 89 Student Days & 91 Teacher Days

\*\*\*\*\*

178 Total Student Days 183 Scheduled Teacher Days

Graduation	Teacher Inservice	Begin Quarter
Early Dismiss	Parent Teacher Conferences	End Quarter
NO SCHOOL		

# **ARTICLE 2: SCHOOL DAY**

## **Section 1 Daily Schedule**

8:20 to 3:23 Total School Day

### **Elementary Arrival and Departure**

- 7:45.....Breakfast Begins —there is **no supervision before this time.**
  - 8:05.....Arrival time - Please keep this in mind and do not report to school any earlier.
  - 8:15.....Entrance Bell Rings
  - 8:20.....School Begins
  - 11:55 to 12:25.....Lunch period for grades K-3
  - 12:20 to 12:50.....Lunch period for grades 4-6
  - 3:13.....Dismissal bell for bus students
  - 3:18.....Dismissal bell for non-bus students
- School is over at 3:23 and students are expected to depart the school grounds promptly at this time, unless under direct supervision of a staff member.

### **7-12 Bell Schedule**

### **Regular Daily Schedule**

Period 1	8:20 - 9:17 (57 Min.)
Period 2	9:20 - 10:15 (55 Min.)
Period 3	10:18 – 11:12 (54 Min.)
9-12 Lunch	11:12 - 11:43 (31 Min.)
9-12 Period 4	11:43 - 12:38 (55 Min.)
7-8 Period 4	11:15-11:37 {Lunch} 12:10 - 12:38 (Split Class Period 50 minutes)
7-8 Lunch	11:37 - 12:07 (30 Min.)
Period 5	12:41 - 1:33 (52 Min.)
Period 6	1:36 - 2:28 (52 Min.)
Period 7	2:31 - 3:23 (52 Min.)
Dismissal	3:23 {Bus Riders @ 3:18}

## **Section 2 Building Hours**

The building is open every day from 8:00 to 4:00 every day that school is in session. Teachers will be on duty from 8:00 to 4:00 every day except Fridays and days before vacations. The school secretary is available daily from 7:30 to 4:00.

## **Section 3 Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent's will notify parents through our school messenger phone system and also notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio stations, (KCOW AM 1400, KQ 106 & 97.5 FM, KPNY 102 FM, KMOR 92.9 FM), our web site ([www.hemingfordschools.org](http://www.hemingfordschools.org)), and Mobius web site ([www.bbc.net](http://www.bbc.net)).

**Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

**Emergency Conditions.** Hemingford Public Schools has a procedure which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

#### **Section 4 Open-Closed Campus**

All K-6 students are required to remain on campus during the school day, unless other arrangements have been made. Campus is open for all 7 - 12 students during lunch.

### **ARTICLE 3 USE OF BUILDING AND GROUNDS**

#### **Section 1 Entering and Leaving the Building**

Beginning Of School: Students should not be on school grounds prior to 8:00 a.m. During fair weather conditions the first bell will ring at 8:15 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 8:00 a.m. for students to enter the building. Students are to stay in the gym and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, except for students who are permitted to leave for open campus lunch, students are to report to the school office.

End of School: Our regular school day ends at 3:18 p.m. for the Elementary and 3:23 p.m. for the High School. Make-up work, special help, and assignments after school begin at 3:30 p.m. Monday through Thursday. Club meetings, and other school activity practices begin at 4:00 p.m. Monday through Thursday and 3:30 p.m. on Fridays. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

#### **Section 2 Visitors**

All visitors including parents/guardians must report to the office, upon entering, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school.

#### **Section 3 Care of School Property**

**Ref: SB Policy: 504.07**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### **Section 4 Searches of Lockers and Other Types of Searches**

**Ref: SB Policy: 504.09**

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

**School Sniff  
Protocol  
For Police Service Dog  
Box Butte County Sheriff’s Office**

Before PSD may enter the school campus, school must be in “lock-down” mode. All staff and students must be accounted for by school staff and secured inside a classroom or office. No students should be allowed to move through hallways or other common areas unless escorted by a school staff member.

Upon entering a school building a school staff member will accompany the PSD Team or PSD Teams. The staff member will keep a respectable distance and not interfere with the PSD Team but remain in sight of the team at all times.

Should the PSD alert on student locker, the location of the locker will be noted but left undisturbed. After the PSD Team has finished the search of the premises, the PSD will be returned to the patrol car and secured. After the PSD has been secured, a law enforcement officer and school staff member will conduct a search of the locker and contents the PSD alerted on. The two lockers on each side of the locker which was alerted on will also be searched. The secondary search of the additional lockers will be conducted each time, unless narcotics have been recovered from the primary locker.

**Section 5 Telephone/Electronic Devices**

**Ref: SB Policy 504.12**

Use of the office phone will only be allowed in an emergency. Students are not to use the telephone in the office without first having permission from the office staff. Students will not be called out of class to answer the telephone unless it is an emergency. We will make inquiry as to who is calling and the nature of the emergency. Electronic devices that are out during the school day will be confiscated. Students will not get the electronic device back until a parent or guardian speaks with the office.

Definitions: “Electronic devices”, include, but are not limited to, cell phones, Mp3 players, ipods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from person to another.

**Section 6 Refreshment Machines**

(Available for use before and after school only)

All students, faculty and staff members are asked to share in keeping the areas around the drink machines in order so that extra cleaning burdens are not placed on the custodial staff. Only water is allowed in the hallways and classrooms. Cans/bottles should be placed in the recycling container provided in each area.

**Section 7 Bicycles/Skateboards/Rollerskates/Rollerblades/Scooters**

Bicycles and scooters must be parked in an orderly manner. All bicycles and scooters should be equipped with locks and licenses. All other items of this type of transportation must be removed upon entrance to school grounds. The school is not responsible for damage or theft of parts while these items are on school property.

**Section 8 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary

and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 9 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. It is recommended that articles of clothing and lunch boxes be clearly marked with the student's full name. If articles are lost at school, report that loss to office personnel.

### **Section 10 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school shall be reported immediately to the school nurse or administration.

### **Section 11 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 12 Insurance**

**Ref: SB Policy: 508.06**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 13 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

### **Section 14 Jr./Sr. High School Dances**

These dances are open to students grades seven through twelve and their dates. No students younger than grade seven and no person 21 years of age or older shall be permitted to attend these dances. Students must register and provide birth date for out of town/out of school dates with the office one week prior to the date of the dance. **The school eligibility rule applies to dances (handbook page 38).**

### **Section 15 Homecoming Dance**

The homecoming dance is open to Hemingford High School freshmen, sophomores, juniors, seniors and their dates. No students below grade nine and no person 21 years of age or older shall be permitted to attend the homecoming dance. Students must register and provide birth date for out of town/out of school dates with the office one week prior to the date of the dance. **The school eligibility rule applies (page 38).** Parents of Homecoming candidates will be asked to help chaperone.

### **Section 16 Prom Dance and Banquet**

The Prom Banquet will be open to Hemingford High School juniors, seniors, and staff members by invitation only. Sophomores will be selected by the junior class to act as servers for this banquet.

The prom dance will be open to Hemingford High School sophomores, juniors, seniors, and their dates. No students below grade nine and no person 21 years of age or older shall be permitted to attend the prom dance and prom activities. Students must register and provide birth date for out of town/out of school dates with the office one week prior to the date of the dance. **The school eligibility rule applies (page 38).**

## **Section 17 Clubs and Organizations**

All school clubs and organizations must be considered for their contribution to the improvement to the moral, social and educational experience of the student body. All such clubs shall be under the directions and supervision of regular school personnel or an approved sponsor and in conformity with laws of the state and policies of the Board of Education.

Activities, including those held by a group for its members only, must be scheduled on the school calendar through an administrator and placed on the calendar in the high school office.

All funds are to be controlled through the activity account of the school. Sponsors should supervise the activity of the treasurer and countersign all requests for disbursements. "No bills shall be paid from cash and receipts shall be given and received for all cash transactions."

The school may be used Sunday if prior approval is secured from the superintendent or the principal and if an approved adult sponsors the use at all times. Such activity will not be to raise money, nor will it conflict with church or church-sponsored activities.

Wednesday nights are observed as church nights in our community and every effort is made to release students in time to participate in these activities. Any exceptions must be cleared in advance through the administration.

## **Section 18 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

# **ARTICLE 4 ATTENDANCE**

## **Section 1 Attendance Policy**

**Ref: SB Policy: 503.03**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

The responsibility for the attendance of the child in school is fixed by law, upon the parents. It will be the duty of the school to inform parents of non-attendance and report the continuous non-attendance (excess of 5 days per quarter) to the county attorney. The superintendent of schools is the official truant officer.

**Parents give the reasons for absences. However, by law, only authorized school authorities can excuse students from school.**

## **Section 2 Attendance and Absences**

**Ref: SB Policy: 503.03**

**Absences From School - Definitions.** An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. **Excused Absences.** Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Illness which causes a student to be absent from school,
- (C) Doctor or dental appointment which require student to be absent from school,
- (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,

- (E) School sponsored activities which require students to be absent from school,
- (F) Family trips in which student accompanies parent(s)/legal guardian(s),
- (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed.

Absence Procedure. When it is necessary for a student to be absent for any reason, the parent or guardian of the student must call the school office by 9:00 a.m. to verify the reasons for the absence. If the office receives no telephone call, we will then try to contact the home to insure that the student is accounted for. **Students not accounted for will be considered truant resulting in zeros for the time missed.**

When a student returns from an absence, he/she shall report to the office to check in.

### **Section 3 Homework Policy**

**Ref: SB Policy: 503.03**

Two days will be allowed to make up work for each day missed if the absence is excused, unexpected or beyond the control of the student. *Example: If a student misses Monday, the work is due by the end of the day on Wednesday. If a student misses Monday and Tuesday, all work is due by the end of the day on Thursday. If the student misses Monday, Tuesday, and Wednesday, all work is due by the end of the day on Friday.* When the student knows he/she is going to be absent or the absence is prearranged, all effort should be made to complete and turn in all assignments he/she will miss prior to the date of the absence.

If the student does not complete the work in the required amount of time, he/she will not be given credit for the assignments that are not completed and turned in to the teacher. The student and or the student's parent/guardian may request that a list of the homework be completed by the teacher and put in the office to be picked up by the parent/guardian, so the student can do the work at home. If this is not possible, the student and teacher will make arrangements for the student to make up the work within the required time.

**For unexcused absences/truancy, the student will receive a failing mark for or in each class period missed.**

### **Section 4 Ten Day Rule**

**Ref: SB Policy: 503.04**

Students who are absent from school **ten days (excused or unexcused)** during any semester will have their attendance reviewed and may lose credit for that semester. After ten absences, the principal will contact the parent/guardian, to determine the status of the student's credit or consequences for further absences. Loss of credit may result regardless of the student's class grade record. Contact with the parent or student may be made, once a student misses six (6) days, expressing our concern regarding the student's attendance and also as a reminder of this policy. Following an eighth (8th) absence from school, the principal may request a conference with the student, and parent. The purpose of this conference will be to discuss the concern about the student's attendance and the possible loss of credit on the tenth absence. The decision to withhold credit will be made by the principal.

### **Section 5 Tardiness Anytime During the School Day**

**Ref: SB Policy: 503.03**

Punctuality is required on a daily basis. Preliminary instruction, assessment, attendance, lunch count, etc. takes place at the beginning of class. Students not in attendance may lose the opportunity for this instruction. Tardiness may result in a student making up time after school and/or charged with an absence, or having in-school suspension. Students and parents will be notified of excessive tardiness.

## Section 6 Leaving School

Ref: SB Policy: 503.05

Permission to leave the school grounds must be obtained from the principal as well as the parent/guardian. The student shall be required to contact a parent/guardian to gain permission. This permission must be obtained in advance of the time a student finds it necessary to leave.

## Section 7 Attendance is Required to Participate in Activities

Students must attend school in the afternoon the day of any scheduled school activity in order to participate in the activity. Students will not participate if they are truant from school at anytime during the day. This includes school activities and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail. Students must be present Friday afternoon to participate in Saturday activities. (Pg 40)

## Section 8 Students Picked Up From School Early

If reasons arise that, require you to remove your child from school early, please call or stop in at the office. Students **should be picked up from the office** so that they can be checked out with the building secretary. Students will not wait outside to be picked up.

Parents that would like their child to walk home, or to a doctor's office, dentist, etc. must provide written permission prior to the time the student will leave, before that student will be allowed to leave the school grounds.

## Section 9 Entrance Age

Ref: SB Policy: 502.03

Kindergarten children are eligible for enrollment if they are five years of age on or before October 15 of the current school year. Exceptions can be made according to the Board of Education's policy on early enrollment.

First grade children are eligible for enrollment if they are six years of age on or before October 15 of the current school year or have completed kindergarten in another school district. Exception can be made for age or physical reasons approved by the administration.

# ARTICLE 5 SCHOLASTIC ACHIEVEMENT

## Section 1 Grading System

Kindergarten-Third grade uses the following grading system:

<b>1--Beginning</b>	<b>2--Progressing</b>	<b>3—Proficient</b>	<b>4--Advanced</b>
K-1: Not meeting district standards	K-1: Working towards district standards	K-1: Almost meeting district standards	K-1: Meets district standards
Grade 2-3: Student rarely demonstrates an understanding of the concepts and the application of skills and strategies.	Grade 2-3: Student occasionally demonstrates an understanding of the concepts and the application of skills and strategies.	Grade 2-3: Student usually demonstrates an understanding of the concepts and the application of skills and strategies.	Grade 2-3: Student consistently demonstrates an understanding of the concepts and the application of skills and strategies.

Third grade - Seniors will use the letter grading system as follows:

A+ = 99-100	A = 95-98	A- = 94	Excellent
B+ = 93	B = 88-92	B- = 87	Good
C+ = 86	C = 78-85	C- = 77	Satisfactory
D+ = 76	D = 71-75	D- = 70	Needs Improvement
F = Below 70			Failing – No Credit

Each teacher should define for students the grading procedures to be used in their classes.

## **Section 2 Promotion, Retention**

The professional staff at Hemingford Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

## **Section 3 Progress Reports**

Regular first, second, third and fourth quarter progress reports shall be sent home to each student's parents or guardians. These reports will be approved by the principal and will be designed to report to parents the progress of the student in each subject area. This report is intended for parents and teacher to work together to improve the progress of the student before the end of the nine-week grading period. Weekly progress may be checked via PowerSchool for grades 4-12.

## **Section 4 Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions. This report card shall contain an accurate and complete report of the student's grades and attendance record.

## **Section 5 Testing**

Hemingford Elementary students participate in the following assessments to fulfill State and Federal testing requirements:

Kindergarten: STARS math and reading

First Grade: STARS math and reading

Second Grade: STARS math and reading, Fall MAPS and Spring MAPS

Third Grade: State reading, math, and science, and Fall MAPS and Spring MAPS

Fourth Grade: State reading, math, and science, Fall MAPS and Spring MAPS, and State-wide writing

Fifth Grade: State reading, math, and science, Fall MAPS and Spring MAPS

Sixth Grade: State reading, math, and science, Fall MAPS and Spring MAPS

7<sup>th</sup> – 12<sup>th</sup> grade students will participate in semester tests given at the conclusion of each semester. The daily class schedules will not be changed for these final tests. Each teacher will establish his or her testing procedures.

7<sup>th</sup> –11<sup>th</sup> grade students: Fall MAPS and Spring MAPS

7<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grades: State reading, math, and science

8<sup>th</sup> and 11<sup>th</sup>: State-wide writing assessment.

Other tests available to students in specific grade levels may be such as the PSAT, PLAN, (required for 10<sup>th</sup>). These tests will be given on scheduled days during the school year.

## **Section 6 Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st quarter and 3rd quarter in the teacher's classroom. Conferences with teachers, at any time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 7 Distance Learning Courses/Online Courses**

Hemingford Public School offers students classes over the distance learning system. We are part of a consortium with approximately 20 other institutions. Therefore, the students are required to follow not only the rules of Hemingford Schools, but also the rules of the consortium. When a student registers to take a distance learning class, he/she and his/her parents will be required to sign the appropriate documents that outline expectations as well as the consequences for not following the expectations.

Online courses are available to students with counselor and principal recommendations. When a student registers to take an online course, he/she and his/her parents will be required to sign the appropriate documents that outline expectations as well as the consequences for not following the expectations. Parents or student are responsible for payment of the online course before credit is given.

### **Section 8 Honor Roll (Grades 4 – 12 only)**

The Honor Roll will consist of two separate lists. The Distinguished List will include the names of those students who have earned all "A's". The Honor List will include the names of those students who have earned all "A's" and "B's" and have earned an average of 90% and above. These lists will be produced at the conclusion of each grade period and semester. These lists will be published in the newsletter and the local paper.

### **Section 9 Graduation Requirements**

**Ref: SB Policy: 611.07**

- A minimum of 230 (begins with class of 2009) academic hours are required for high school graduation.
- 170 hours are specifically required with
  - 40 in English (taken sequentially, speech included in the English curriculum)
  - 30 in mathematics
  - 30 in social studies (including 10 hours in American History and 10 hours in American Government)
  - 30 (20 prior to 2009) hours in science (including 10 hours in a physical science and 10 hours in a biological science)
  - 10 hours in physical education
  - 10 hours in fine arts
  - 20 hours in business (including 10 hours in Computer Applications)

To be classified as a sophomore, a student must have earned 55 semester hours; a junior must have earned 110 hours; a senior 165 hours. A student will only be changed in status at the end of the appropriate semester upon the request of the student and approval of the administration.

Pre-college students should check additional requirements often prescribed by the college of their choice, especially prior the junior and senior years.

Courses from an approved agency may be taken when the student has an actual need to take a course in order to meet graduation requirements and deadlines. Courses must be taken under the direction of an administrator, counselor, or teacher as the supervisor if the student wishes to count this credit toward a high school diploma. It must be stressed that these courses are not the easiest method of receiving credit and payment is the responsibility of the student.

### **Section 10 Participation in Graduation Ceremony**

Students who have not successfully completed all graduation requirements as established by the Board of Education as of the date set for graduation shall not be allowed to participate in the graduation ceremony. If special circumstances are involved, the student may appeal to the Board of Education for an exemption to this policy. Any appeal must come before the Board of Education at least by the Board of Education's regular monthly meeting in April. The high school principal shall certify to the superintendent of schools and the Board of Education, in advance of the ceremony, those students who are eligible to participate. Students who fulfill graduation requirements through a course or other means at a later date are welcome to attend the next graduation ceremony with full recognition.

### **Section 11 Graduation Ceremony Expenses**

The graduation class will assume the responsibility of providing caps and gowns and the cost of individual flowers for parents and/or grandparents as long as there is an equitable distribution of the flowers. The cost of providing flowers for the gymnasium will be the responsibility of the school district.

GED diplomas will not be endorsed by Hemingford High School until one year after the student's regular class has graduated. Such a diploma must be requested from the Board of Education through the high school principal at least one month before its presentation. The individual must see that verification of scores is provided by the adult education center where the student took the test and verification of eligibility must be made by the appropriate state agency.

## **Section 12 Students Records and Parental Rights**

**Ref: SB Policy: 507.01**

Students 18 years of age or older, or parents of students under the age of 18 may schedule a conference with an administrator to evaluate the file upon request.

Requests for transcripts must be made in writing to the principal. Parents must sign the request for students under 18, but for those who are 18 or over, only that individual can make the request (The office may send transcripts to an educational institution with a verbal request but all other requests must be made in writing). This is in compliance with guidelines established by the Federal Privacy Act. Questions concerning the complete FERPA rules and regulations may be directed to the building principal.

If a student is not supposed to have contact with his/her parents, the school must be notified in writing by the appropriate authorities.

## **ARTICLE 6 SUPPORT SERVICES**

### **Section 1 Special Education Identification and Placement Procedures**

The Hemingford Public Schools offers a special education program for students with disabilities. The board of education believes all children regardless of handicap condition have a right to equal education opportunities. The board of education has adopted procedure and policy for the operation of a special education program. Parents/Students may contact the director of special education for further information.

### **Section 2 Guidance Services**

The Hemingford Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 3 Health Services:**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

As a general rule, your child may return to school after he/she has been on antibiotics for 24 hours or with a physician's permission.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Medication at school is to be kept in a locked cabinet for storage of medication. An exception is inhalers for asthma; they can be kept by the student with a completed **Contract for Students Keeping Inhalers With Them At School** form, which can be obtained from the school nurse.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height, weight and blood pressure. The screening program also incorporates scoliosis in grades 5-6 for girls and 6-7 for boys. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

### Immunizations

Immunizations against the following diseases are required for every child:

- measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> Birthday
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more
- 1 dose of Varicella vaccine or actual date of chicken pox

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:

- Kindergarten or beginning grade
- Seventh grade
- All out-of-state transfer students to any grade

Any 2-5 year-olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine given at or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.

Students must show proof of immunization upon enrollment in Hemingford Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Hemingford Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## ARTICLE 7 DRUGS, ALCOHOL and TOBACCO

### **Section 1 Drug-Free Schools**

**Ref: SB Policy: 504.15**

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

### **Education and Prevention:**

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

### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

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

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

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

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

### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours, at school sponsored activities on school premises, at school sponsored activities off school premises or when being transported in vehicles dispatched by the school.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function or event off school grounds is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during an educational function or event off school grounds is prohibited.

The possession, selling, dispensing, use or being under the influence of any usable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

**Disciplinary Sanctions:**

1. Any student in the Hemingford Public Schools who is determined to be in violation of school policy, relating to the possession, use, or sale of alcohol, tobacco, controlled substances, or "look-alike" drugs on school property, at a school-sanctioned activity, or when being transported in a vehicle dispatched by the school district shall be disciplined according to the following guidelines. Parents will be contacted through verbal and/or written communication in each of the following situations.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

**Disciplinary Action for Use/Possession of Tobacco Products:**

- a. **First Offense** The student will be given a written warning and reprimand. The parents will be notified and will receive a copy of the written warning and reprimand given to the student. The student will receive a minimum of one day out of school suspension and a copy of the written warning and reprimand will be placed in the student's disciplinary file.
- b. **Second Offense** (which occurs within 36 months of the first offense). The student will be placed on a 5-day out of school suspension and a written statement placed in his/her file. The parents will be notified and will receive a copy of the written statement. The parents will be required to conference

with the principal before or on the day the student is allowed to return to school. This conference must take place before the student will be allowed to return to school.

- c. **Additional Offenses** (which occur within 36 months of second offense). Subsequent violations will result in additional disciplinary action including possible expulsion (please see Student Discipline Act).

### **Disciplinary Actions for Possession/Under the Influence of Alcohol/Controlled Substances.**

- a. **First Offense**

**Option A:** The student will be placed on a minimum 5-day out of school suspension and a written statement will be given to the student and a copy placed in his/her file. The parents will be notified and will receive a copy of the written statement given to the student. The student may be required to obtain a diagnostic evaluation for substance abuse and follow those recommendations made by a certified substance abuse evaluator at the cost to the student.

**Option B: Long-term out of school suspension (19 days).**

- b. **Second Offense** (which occurs within 36 months of the first offense). The student will be placed on long-term suspension and the process will begin for expulsion for the remainder of the current semester or 90 days, whichever is longer in duration. The student will be given a written statement and a copy will be placed in his/her disciplinary file. The parents will be notified and receive a copy of the written statement given to the student.

### **Disciplinary Actions for Students Selling, Giving, Exchanging, Alcohol/Controlled Substances**

- a. **First Offense** The student will be placed on long-term suspension and the process **may** begin for expulsion for the remainder of the current semester or 90 days, whichever is longer in duration. The student will be given a written statement and a copy will be placed in his/her disciplinary file. The parents will be notified and receive a copy of the written statement given to the student.

- b. **Second Offense** The student **will** be placed on long-term suspension and the process will begin for expulsion for the remainder of the current semester or 90 days, whichever is longer in duration. The student will be given a written statement and a copy will be placed in his/her disciplinary file. The parents will be notified and receive a copy of the written statement given to the student.

3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

### **Intervention:**

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

### **Administration:**

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

## Safe and Drug-Free Schools-- Parental Notice

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

## **ARTICLE 8 STUDENT RIGHTS, CONDUCT, RULES and REGULATIONS**

### **Section 1 Student Conduct and Discipline Policies**

**Ref: SB Policy: 504.03 / 505.03**

The common goal of students, parents, faculty and administration of Hemingford Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Hemingford Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Hemingford Public School's rules and policies will result in disciplinary action.

### **Part 1 Forms of School Discipline**

#### In-School-Suspension (ISS):

Students may be excluded by the Principal or the Principal's designee, from normal participation in class activities. Students will be placed in a designated location for the school day to perform classroom assignments. School will be closed campus for individuals placed on ISS.

#### Suspension:

Students may be excluded by the Principal or the Principal's designee, from school or any school function.

A short term suspension shall mean the exclusion of a student from school attendance for a period not to exceed five school days. A long term suspension means the exclusion of a student from school attendance for a period exceeding five days but less than twenty school days.

The following process will apply to suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. (SB Policy: 505.03)

#### Expulsion:

Students may be expelled for violations of board policy, failure to refrain from the conduct for which they may be subject to suspension, school rules or the law. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

**Ref: SB Policy: 504.11**

1. Meaning of Expulsion. Expulsion shall mean 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 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 and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to

return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

5. **Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:**
  - a. **Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.**
  - b. **The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.**
  - c. **A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.**
  - d. **The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.**

#### Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### Alternative Education Setting:

Students placed on Long-term suspension will be provided an alternative education plan. Prior to attending the alternative education setting, the student and parent/guardian will need to meet with an official from the school to go over rules, expectations, and other pertinent information. Upon returning to school at District #10, the student and parent/guardian will need to meet with the building principal before the student will be allowed to attend classes. Students who choose not to attend the alternative school setting while suspended or expelled from District #10 to make up work missed while excluded from school will not receive credit for the missed assignments.

## **Part 2 Student Conduct**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

### **Grounds for Suspension, Expulsion, or Mandatory Reassignment:**

**Ref: SB Policy: 505.03**

The failure to refrain from the following conduct shall constitute grounds for 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:

The student, while subject to authority:

1. uses violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; Students who engage in fighting will be suspended from school for a minimum of one school day.
2. causes or attempts to cause substantial damage to school or private property, or steals or attempts to steal school or private property of substantial value; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
3. causes or attempts to cause physical injury to another person except in self defense; threatens or intimidates any student for the purpose of or with the intent of obtaining something of value from the student; or
4. possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
5. without medical sanction where prescription substances are in question, possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol beverages, or any other controlled substance; or
6. Commits public indecency, as defined in section 28-806, if that student is at least twelve years of age but less than nineteen years of age; or
7. Commits or attempts to commit sexual assault against any person if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
8. The use of language, written or oral, or conduct, including gestures, which is profane, abusive or harassing 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;
9. Truancy or failure to attend assigned classes or activities;
10. Tardiness to school, assigned classes or assigned activities;
11. Dressing in a manner which is dangerous to 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. (Further dress code information is provided in a later section.)
12. Willfully violating the behavioral expectations for those students riding Hemingford Public Schools buses.
13. Engages in any activity which constitutes a danger to other students or interferes with school purposes; which includes dating violence or
14. Repeatedly violates the policies, rules and standards of conduct established by the district.

15. Student Appearance Policy:

Students at Hemingford Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.

g. Shorts of mid-thigh length, or longer, may be worn during the periods of daylight savings time only.

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

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

Students wearing inappropriate clothing will be required to change. Time missed from school or class consequently will be required to be made up two-fold. Additional violations will result in further disciplinary action. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

16. Harassment and Bullying Policy:

Ref: SB Policy: 504.18

It is the policy of Hemingford Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 8 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. **If, in the school's opinion, the first occurrence of the harassment behavior is severe, the school may move immediately to any of the four steps or levels in the harassment policy.** In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made. Policy allows that a written warning may be placed in student's file.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Hemingford Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later 8:00 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. All recesses will be taken away.
  - e. The student will report to an assigned room at the end of the day, and remain until 3:40. This will allow all other students to leave the school grounds in safety.
  - f. Bus students will lose the privilege to ride the bus for an appropriate length of time determined by the school.
  
2. Level II: The guidelines for this level are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later 8:00 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. All recess will be taken away.
  - e. The student will report to an assigned room at the end of the day, and remain until 3:40.
  - f. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
  - g. Bus students will lose the privilege to ride the bus for an appropriate length of time determined by the school.
  
3. Level III: This is a long term assignment. The guidelines are listed below.
  - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
  - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

17. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

18. Specific Rule Items:  
The following conduct may result in disciplinary action, which in repeated violations, may result in discipline up to expulsion.
- Students are expected to bring all books and necessary materials to class.
  - Assignments for all classes are due as assigned by the teacher.
  - Special classes such as Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  - Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers e) PDA’s, MP3 or IPOD.
  - Snow handling is prohibited.
  - Students are expected to follow other classroom rules as set by individual teachers.

19. Playground Rule Items:  
It is the intent of Hemingford Public Schools, to create a positive, active environment for students at recess. With this in mind, it is our intent to stop any action on the playground that is potentially dangerous to our students.  
The following items and activities are prohibited. This is not a comprehensive list and any other activity that promotes a danger to a student or adult will be addressed at that time.
- Knives, matches, lighters, or other contraband items.
  - Throwing of foreign objects (rocks, etc...)
  - Tackle football
  - Baseball bats or hard balls
  - Sleds, skateboards, skates, in-line skates, or scooters
  - Playing on icy or muddy areas
  - Hanging from basketball rims.

**Exclusion from recess**

If a parent wishes a child to stay in from recess due to a cold or recovering from a serious illness or any other just reason, a written note must be submitted each day that this is requested. If a child brings an excessive number of requests, a doctor's excuse may be requested by the teacher or principal.

20. Library Rule Items (Elementary)  
It is the goal of the elementary library to encourage students to take pleasure in learning by providing useful and valuable information resources for student research, as well as a wide variety of appealing materials at all levels for reading pleasure.
- All elementary classes have the opportunity to come to the library at a scheduled time each week or on a flexible schedule when the need arises.
  - During these visits students may check out books and magazines for up to two weeks with the opportunity to renew items at least once when the student brings them to the library on the date due.
  - Reference books in the library are marked with an "R" above the call number. These include a variety of almanacs, encyclopedias, atlases, etc. Because these are needed for reports and research by a number of students, reference books may be checked out to be used in the **classroom only** for five days and **must not be taken home**.
  - The grade level, the classroom teacher and the librarian determine the number of items that students may check out. In some cases the librarian or teacher may determine if a student, students, or class is allowed to take library books home.
  - Students are responsible for all materials they have checked out from the library.

- f. If a book is lost or damaged beyond repair, the student is responsible for paying the replacement cost of the book.
- g. If a book is damaged, but repairable, the student responsible will be charged for the cost of repairing the book. Please send damaged books to the library for repair. Do not mend books at home.
- h. All fines for lost or damaged materials must be paid before the student checks out any additional materials.
- i. In the event a lost book is found after paying for its replacement, a refund may be given if the item is returned in good condition and within the school year the item was lost.

21. Library Regulations (High School)

Ref: SB Policy: 507.04

**It is the goal of the high school library to encourage students to take pleasure in learning by providing useful and valuable information resources for student research, as well as a wide variety of appealing materials at all levels for reading pleasure.**

Students who use the library during a class should have adequate supervision; teachers are still responsible for their own students while they are in the library.

Students are responsible for all materials they have checked out from the library.

**General Collection:**

May be checked out for three weeks.

May be renewed once.

Sign your first and last name legibly on checkout sheet at the desk.

A book kept past its due date is overdue. Five cents a day will be charged until the book is returned up to a maximum fine of \$2.50 per item.

If you are ill when a book is due, you will not be charged a fine if you return it the day you come back to school and present your admit slip to the librarian.

Students with overdue books and/or fines at the end of each 9-week grading period, will be restricted to in-library use only of library materials, until all books are returned and fines paid.

**Reserve Books:**

Occasionally a book or books from the general collection will be placed on reserve.

Books are placed on reserve to give more students access to a book being used in a class assignment. A reserve book may be checked out overnight.

Books checked out overnight may not be checked out until 3:20 p.m. and must be returned before first period in the morning. If a reserve book is not returned on time, there will be a fine of \$.10 a day fine for each day it is overdue, subject to review by the librarian.

**Reference Books:**

Reference books are marked with an "R" above the call number. These books are for use in the library, but may be checked out of the library for one class period during the day. They may also be checked out overnight at the end of the day, but must be returned before 1<sup>st</sup> period the following day. Overdue reference materials will be charged \$.10 a day.

**Magazine Collection:**

Current issues of magazines may be checked out from the library for one day. Back issues may be checked out for three days. If a magazine is overdue, a fine of \$.05 per day will be charged up to a maximum fine of \$2.50 per item.

**Other Resources:**

Various CD-ROM resources are available for use on library computers only. Each year special on-line databases are purchased for student research by our school and/or the Nebraska Library Commission. Some of these may also be accessible from home computer access with a special password. Please note these or ask what is available and utilize them whenever possible.

**Lost or Damaged Books:****Ref: SB Policy: 505.05**

If a book is lost or damaged beyond repair, the person responsible will pay the current replacement cost of the book. If a book is damaged, but repairable, the person responsible will be charged for the cost of repairing the book. Send damaged books to the library for repair. Please do not mend books at home. In the event a lost book is found after paying for its replacement, a refund may be given if the item is returned in good, useable condition and within the school year the item was lost; the maximum overdue fine of \$2.50 will be deducted from the refund.

**General Responsibilities of Students Using the Library:**

Students may use the library for quiet studying, checking out library materials, working on class assignments, doing school related research and leisure reading. Please be considerate by speaking softly so others are not disturbed and to maintain an atmosphere conducive to learning at all times. Refrain from using the library or library computer lab as a place to socialize with your peers. Remember – No food or drinks in the library. Take responsibility for keeping the library a neat, orderly, and pleasant place to work.

**Please Remember to:**

Check out all materials taken from the library.

Use your own name to check out materials from the library.

Never check anything out for another person.

Always sign your full name when checking out a book, magazine, etc.

Pick up and discard all scrap paper before leaving the library.

Push your chair back to the table when leaving the library.

Return all borrowed books and magazines in the book drop and newspapers to the newspaper rack.

Pay all overdue fines and fines for lost or damaged materials as soon as possible. These must be paid before the student checks out at the end of the school year.

Refrain from cutting up current newspapers and current and saved back issues of magazines.

Please ask if you need help.

Through regular library visits, it is our hope that students may develop positive lifelong reading, viewing, and study habits.

**22. Transportation To And From School****Ref: SB Policy: 504.04**

Riding a school bus is a privilege that can be restricted by the school administration. Drivers are hired that will watch for the well being of the entire group. If a student becomes troublesome or disruptive, he/she may be barred from riding the bus and a parent or guardian must provide their own transportation at their own cost. Bus drivers are school employees and have the same powers of discipline as any other school employee.

The north row of parking in the south lot is reserved for elementary staff and visitors. The east row of the west parking lot is reserved for high school staff and visitors.

**23. Student Conduct on School Transportation:****Ref: SB Policy: 504.04**

Safety of pupil passengers is primary, this overrides all other considerations. Violations of these rules will result in a conference with the Principal or their designee. Further violations could result in denial of transportation until a satisfactory solution is worked out with the parents of the student. In no case will the students be discharged indiscriminately from buses for misbehavior; they are to be discharged at the regular discharge points only.

Pupils must be well-behaved in all ways and must follow the following rules:

- a. Under direction of the driver, each student is to be assigned a seat and held responsible for that seat. Students in rear seats may be permitted to move forward to a second assigned seat for added comfort on the part of the route where the passenger load is lightened.
- b. Pupils must be on time; the bus can wait only 30 seconds for those who are tardy.
- c. If the pupil is not going to ride the bus, he/she should contact the driver so he/she will know beforehand.
- d. Unnecessary conversation with the driver is prohibited.
- e. Outside of ordinary conversation, classroom conduct is to be observed by the students. Any pupil who is guilty of unbecoming conduct, using inappropriate language and/or abusing or casting reflections upon the driver or upon other pupils forfeits the right to ride the bus.
- f. Pupils must not throw waste paper or other rubbish on the floor of the bus.
- g. No pupil will at any time, extend arms or head out of the bus window.
- h. Pupils must not get on or off or move about within the bus while it is in motion.
- i. When leaving the bus, pupils crossing a road must look both ways and make sure they can cross safely.
- j. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully and fully with his/her requests.
- k. If monitors or patrols are on duty, pupils must obey and respect their orders.
- l. Any damage to the bus is to be reported at once to the driver.

24. Network, Internet and Other Computer Use Rules:

**Ref: SB Policy: 606.06**

Students will abide by all rules and regulations set forth in the Computer/Internet Acceptable Use user agreement which is signed by students and parents at the beginning of each school year.

### **Part 3 Reporting Student Law Violations**

- (1) Cases of law violations or suspected law violations by students may be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Hemingford Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported

## Part 4 Due Process Procedure

Ref: SB Policy: 505.04

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

## Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Hemingford Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **ARTICLE 9 ATHLETICS AND ACTIVITIES**

### **Section 1 NSAA Eligibility Requirements**

**Ref: SB Policy: 506.01**

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.

4. Student is ineligible if nineteen years of age before August 1 of current school year. {Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.}
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester and must be receiving a minimum of twenty semester credits during the semester of activity participation.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.  
If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:
  - a. If the change in domicile by the parent occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
  - c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent{s} have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

### **Hemingford School Eligibility**

**Ref: SB Policy: 506.01**

Students in grades 9-12 must pass twenty-five (25) semester hours (five classes) of credit the immediate preceding semester in order to be eligible for any activity sponsored by Hemingford Public Schools.

Students in grades 7 and 8 must pass two-thirds (2/3) of their classes the immediate preceding semester in order to be eligible for any activity sponsored by Hemingford Public Schools.

In addition to the above eligibility rule, eligibility for Junior and Senior High students at Hemingford Public Schools is determined on a weekly basis. Students failing the same class in any two consecutive week periods will be considered ineligible for any and all activities, competitions or performances for a one week period which will be considered Wednesday through Tuesday. Individuals may practice with team, however may not be released from school to travel with the team. Students who attend Supervised Study Time (SST) and show

academic progress for that week may earn the status of academic probation for the next weeks' eligibility period and participate in school sponsored activities.

### Weekly Updates

Grades will be due to administration each Monday. Administration will compile information and notify faculty on eligibility of students. A student will not be allowed to leave during the school day for any activity if he/she is failing the same class two weeks in a row unless the student has qualified for academic probation. Teachers will indicate which students have earned a waiver by their attendance and progress in SST.

1. All school sponsored activities including but not inclusive to dances, band, FFA, FCCLA, quiz bowl, athletics and field trips. Exclude music when the activity is part of the classroom grade. The music teacher will clarify for students in writing what activities are included.
2. Based on the fact that World Stride has its own code of conduct to attend, this activity will not be considered as part of the eligibility policy.

## **Section 2 Philosophy of Activities for Hemingford Public Schools**

The athletic program in the Hemingford Schools is to be a learning (educational) experience. The participants are to be taught how to work hard at something and the self-satisfaction that goes with doing their very best in whatever they do. Important lessons in living are taught in athletics. The Hemingford Athletic Program is to teach these lessons.

The athletics programs at the Junior High levels are to acquaint the athletes with the various sports, to give them playing time, and to allow them to make decisions as to participation. They should be taught the fundamentals and encouraged to do their best. The ultimate goal is to win but not at the expense of over pressurization of the young athletes. Winning is a by-product of doing things correctly.

At the high school level, the athletes should be out for athletics because they want to be. The non-varsity competition is to be a learning experience whereby the athletes improve their skills. The goal at the varsity level is to give the athletes the best opportunity to win. Striving to win is important, but whether winning or losing, the athletes should always strive to do their best in competition. It is the coach's responsibility to motivate the athletes so that they do their very best.

The activity programs should emphasize the importance of self-discipline, self-control, sportsmanship and effort. The team concept is to be taught to all Hemingford team. Negative actions and attitudes should not be allowed nor should they be tolerated.

## **Section 3 Role of Junior High Athletic Program**

The Hemingford Junior High athletic program is for the purpose of introducing the sports offered to as many students who wish to become acquainted of the sports offered at Hemingford. The athletes will be made aware of the rules and will be taught the fundamentals of the sport, or sports, they choose to participate in. In giving them that opportunity they will then be able to determine if they wish to continue on in that sport.

The coach/coaches will encourage all junior high athletes to participate to the best of their ability and to continue to participate in the athletic program. At the same time the coach/coaches should not pressure them to do so.

The high school varsity coach in each sport should be the overall head coach for the Hemingford Schools. The varsity high school coaches are responsible for the methods employed throughout their sport.

## **Section 4 Participation At The Junior High And Junior Varsity Levels**

Participation at the Junior High and Junior Varsity levels is extremely important for the building of a program. At Hemingford, we feel that if an athlete is suited up for a Junior High or JV contest, they will be expected to play. Circumstances may arise that make it unavoidable to enforce this policy but for the most part it will be adhered to.

## Section 5 Practice Regulations

In order to promote uniformity in practice the following guidelines should be followed:

1. Practice during the holiday period or on a Sunday is to be approved by the administration. The coach must be careful that they do not make such practices required to the extent that the athletes are forced to choose between practice and family plans.
2. If it is necessary to practice at a time other than the regular time after school on a school day, the preferred time could be as soon as possible after school rather than early in the morning. If the practice needs to be held early in the morning, the practice should be cleared with the Administration far enough in advance so that the athletes and their parents have at least one day's notice. If an early morning practice is held, it should be set at a time as late as possible to get in your practice and also get the athletes to school on time.
3. Athletes are expected to be at all practices scheduled on school days by the coach. Should an athlete that has been in school not be able to attend a practice, they must contact the coach in advance. When the athlete is absent from school they do not need to notify the coach. However, most coaches appreciate knowing the reason why the athlete is absent from school and that they will not be at practice.
4. When practices are scheduled on a non-school day, (Saturdays or during a break) the athletes are encouraged to attend whenever possible. If the athlete is unable to attend that practice, or practices, they should inform the coach that they will be unable to be there. Coaches must show understanding in regard to the athlete begin unable to be at such a practice.
5. Coaches are encouraged to give athletes time between sports seasons, whenever possible, before starting practice for the next sports season.
6. Two a day practices for fall sports may be held beginning on the date the NSAA allows practice to begin and the start of school.

## Section 6 Regular Practices

Regular practice for the high school athletes begins after school at 4:00 p.m. is dismissed for the day. The junior high practice will also begin after school at 4:00 p.m. It is recommended that formal practices be limited to approximately 1 ½ to 2 hours. Specialized work both before and after formal practices can be carried out as necessary.

**EXCEPTION -----** Practices on Wednesday evenings should be limited to make sure that the athletes are out of the building by 6:00 PM. This is to make sure the athlete has enough time to participate in church activities if they so choose.

## Section 7 Participation and Practice

Ref: SB Policy: 506.01

**A team member is not allowed to practice or participate unless he/she is in school the afternoon of the day of the contest or practice. A student is not allowed to practice or participate if he/she is truant anytime during the school day.** Exception will be made for absenteeism due to school activities and being absent for business, doctor, dentist or similar appointments, provided the absenteeism is pre-arranged through the principal. Any questions about the rule must be directed toward the activities director or the principal. **In the case of a Saturday event, the athlete should be in school Friday afternoon.** If the athlete is unable to be in school on Friday afternoon, they should make prior arrangement with the principal to receive permission to participate on Saturday. If a student is ill, we do not expect them nor do we want them to come to school simply to perform in a contest. Not only will this slow the student's recovery, they may be contagious and infect other students. The principal will make the final ruling whether or not a student can't perform in a contest when missing school the half day before a contest.

All students are expected to be on time, in fact ahead of time for all practices, contests, and departures for contests. Failure to do so may result in loss of playing time at all levels.

## Section 8 Team Travel/ Transportation

Ref: SB Policy: 801.06

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses. Since bus transportation is provided to

assist the educational programs, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

The driver of a school bus shall be responsible for safety of the students on the bus, both during the ride and while the students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation or the principal of the school if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the principal or transportation director may withhold from the student the privilege of riding the school bus. In such cases, the parents of the children involved will be responsible for seeing that their children get to and from school safely.

The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Hemingford students attending a school-sponsored activity must use the transportation provided the school unless previous arrangements have been made. A student that misses the bus for an activity will not be allowed to drive him or herself and still participate in the activity.

Hemingford students and staff members travel to and from school events by school bus or school vehicles. All members of a team or activity should return from a contest by the same transportation provided for taking them to the contest, unless they meet the following exceptions.

**EXCEPTION** -- A student may continue on a trip with their parents after a contest. Also, when due to distance, it is permissible for a student to return home with his/her parents, rather than return to Hemingford and have additional miles in order to arrive at home. Families may also have other business to take care of following an event and would like their student to join them. This does not allow the student to return home with someone other than their parents. The students must obtain permission from the head coach. A parent/guardian must present to the head coach a written statement of their intent to take the athlete with them.

**EXCEPTION** – The parent or guardian requests in writing, in advance of the extracurricular activity that their child or children be allowed to return from the activity with an adult they deem responsible. The written request must be notarized or made in person with the Principal or Superintendent. The request shall be made to school administration during regular school hours prior to the time transportation leaves for the extracurricular activity.

As a condition of approving such requests, the parent shall be instructed by school administration that the school is not responsible for the child once he/she joins the designated person providing transportation.

### **Section 9 Definition of Mandatory Practice Date**

The first mandatory practice date for all participants is defined as the first day of practice, on or after the allowable date set by the NSAA for the beginning of practice for that sport, in which all students participating are required to attend. All participating athletes shall not be required to attend until the prior sport season has ended, including the playoffs.

### **Section 10 Weight Room**

The weight room is for the use of all students in the Hemingford Schools. A certified employee of the school district must supervise all students using the weight room. The physical education department is encouraged to use the weight room along with the athletic department. During the sports practice time, the athletes participating in the season sports have the first right to use the weight room.

Whoever opens the weight room for the students is responsible for the people they open it for. It is the sponsor's responsibility to turn out the lights and lock the doors. Do not leave any students unsupervised.

Keys should not be given to students for them to open and use the weight room. A certified employee of the school district must open the weight room and be responsible for those using the facility by being in the weight room.

The coach should instruct the students on the proper use and spotting of free weights and whatever other instruction is necessary for the safe use of the room.

## **Section 11 Activity Training Rules and Regulations**

**Ref: SB Policy: 506.01**

Above all, participants should be good citizens. Participants should have pride in themselves as well as in their community and their school. Athletes should be dedicated to a healthy mind, a healthy body, and a positive attitude. Participants should not be exempt from rules, but rather held highly accountable for any actions that may be viewed as detrimental to the school or the community. Participant must remember at all times that their actions and attitudes not only reflect upon themselves but are a direct reflection of all of the students, parents, and staff at Hemingford Public School as well as all community members of Hemingford.

The following rules have been adopted by the Board of Education to help establish a meaningful and complete program for our youth. These training rules are for all students.

**RULE 1** ----- **DRINKING** – A participant in sponsored activities shall not drink or be in the possession of alcoholic beverages.

**RULE 2** ----- **SMOKING, CHEWING** – A participant in sponsored activities shall not smoke or chew tobacco, or be in the possession of tobacco.

**RULE 3** ----- **DRUGS** – A participant in sponsored activities shall not take drugs except under a doctor's prescription.

**RULE 4** ----- **CRIMES** – A participant in sponsored activities will not be convicted of a crime serious enough to be deemed a misdemeanor or felony offense. Misdemeanor traffic violation may not be included in this rule. (The Activities Counsel will address a charge of any law, which violates training rules.)

**RULE 5** ----- **ACTIVITIES SPECIFIC RULE** – Students participating in sponsored activities, which are in season, must also abide by any other rules of the activity as established by that coach or sponsor.

**ACTIVITIES COUNSEL** The activities counsel will consist of the head coach/sponsor from each activity, the activities director and the principal. The activities counsel will determine the extent of the punishment and also address other issues concerning the extra curricular activities. Parents of the student under investigation will be invited to sit in during the meeting pertaining to their son or daughter.

## **Section 12 Violations of Activity Training Rules and Regulations**

**Ref: SB Policy: 506.01**

Violations of Rules 1, 2, 3\* or 4\* will result in the investigation by the Activities Counsel.

\*Violation of Rule 3 or 4 may result in punishment equal to "Second Offense" of rules 1 and 2. If a student first violates rule 3 or 4 and then violates either rule 1 or 2, the second violation will be considered a "Second Offense." A second violation of rules 3 or 4 would result in punishment equal to "Third Offense" of rules 1 or 2.

**FIRST OFFENSE:** Suspension of all activities for 14 calendar days beginning with the 1<sup>st</sup> contest following the violation.

**SECOND OFFENSE:** Suspension of all activities for 30 calendar days beginning with the 1<sup>st</sup> contest following the violation.

**THIRD OFFENSE:** The student will forfeit eligibility for all school-sponsored activities for the remainder of the school year.

**OTHER NOTES ON OFFENSES:**

**Ref: SB Policy: 506.01**

- These time periods are the minimum requirements for loss of eligibility to participate in contests. **Individual sponsors may assess additional consequences, as they deem appropriate.**
- For activities with one- (1) time performances, the student will forfeit that event, if it occurs during the suspension.
- All student charged with any violation will be given the opportunity to defend themselves or their actions to the Activities Counsel if they so desire.
- Students cannot pick and choose the events that will be missed.
- All school-sponsored activities, clubs, and athletics count toward the suspension. (Dances added by the board at their 12/11/06 meeting).
- Conduct rules leading to activity restriction apply during the school year. The school year will begin with the official start of the fall activities, as determined by the NSAA, through the last scheduled event of the school year.
- Conduct rules leading to activity restriction apply both on and off school grounds.
- Students under school suspension or expulsion from school are not to be involved in activities in any manner.
- Violation of two different rules on two separate occasions will not be considered first violations of training rules.

**DIVERSION PROGRAM**

- If a student successfully completes the diversion program established under Nebraska law, the offense by law is considered nullified and is not part of the student's record.
- Evidence of completion must be presented to administration.

**Section 13 Requirements for Varsity Letter**

**GENERAL REQUIRMENTS**

1. Any person participating in one activity continuously for four years without lettering may be awarded a varsity letter upon completion of his/her senior year in school in that sport.
2. If in the opinion of the sponsor, a participant would normally have qualified for a letter but was prevented from doing so by an injury, the letter may be awarded upon appropriate recommendation of the sponsor.
3. To receive a letter, the student must compete the entire season and finish in good standing, unless prevented from doing so by injury or other health related problems.
4. Any student that has violated one or more of the activity training rules and regulations will not be eligible to receive a varsity letter or any post season honors for the season that the violation occurred. (i.e. A violation during volleyball would not effect a student for the track season)

**FOOTBALL**

Any person who plays in at least 1/3 of the varsity quarters played during the season will meet the time requirements for a letter. The quarters counted are those quarters in which the athlete participates in a regular offensive or defensive play. The coach will consider special teams play at the end of the season.

## **BASKETBALL**

Any person who plays in at least 1/3 of the varsity quarters played during the season will meet the time requirements for a letter.

## **VOLLEYBALL**

Any person who plays in at least 1/3 of the varsity games will meet the time requirements for a letter.

## **WRESTLING**

Any athlete who earns 20 points. One point is awarded for wrestling any match at a varsity competition. Four points are awarded for winning a match at a varsity competition.

## **TRACK**

Any athlete who scores a least 1 point on average per varsity meet will meet the participation requirements for a letter.

## **CROSS COUNTRY**

Any person who competes in at least 2/3 of the varsity meets will meet the time requirements for a letter.

## **GOLF**

Any person who competes in at least 2/3 of the varsity meets will meet the time requirements for a letter.

**NOTE:** Each individual sponsor may have additional standards to meet in order to letter. (i.e. no unexcused absences, positive attitude, etc.) Each sponsor will inform their participants as to any special lettering criteria that they may have. This should be done at the start of the season.

## **ARTICLE 10 STUDENT FEES POLICY**

**Ref: SB Policy: 504.19**

**The Board of Education of District #10, Hemingford Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.**

The District's policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means the District's policy is to provide free instruction for courses that are required by state law, regulation or accreditation requirements and to provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students. The Board also does provide activities, programs, student clubs, and services to children that extend beyond the minimum level of constitutionally required free instruction. The board realizes some activities may require additional expenditures that are properly to be borne by students as a separate charge. Students and their parents have historically contributed to the District's efforts to provide such activities and the district will continue to depend on such contributions. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. Some charges may be waived depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Post secondary education costs means tuition and other fees associated with obtaining credit from a post secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities.
3. Post secondary education costs, limited to tuition and fees associated with obtaining credits from the post secondary institution;
4. Fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs;

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Post secondary education costs when necessary;
- Summer school or night school if offered;

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

**PUBLIC HEARING.** On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy. The hearing shall include a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

**ADMINISTRATIVE REGULATIONS: STUDENT FEES: Ref: SB Policy: 504.19**

Students attending school in District #10 and participating in extra-curricular activities may be required to pay fees or dues. In addition, they may be required to furnish personal and consumable items, non-specialized clothing, special equipment, attire, or uniforms, materials, lunch fees, class and club dues, admission fees to extra-curricular activities, course project materials. The following information provides details on what students are expected to provide for participation in various programs and activities.

Students who qualify for free or reduced priced lunches under the Department of Agriculture income guidelines may have certain fees and other items waived. Those include, specialized clothing, attire or equipment required to participate in extra-curricular events or optional music courses that are not extra-curricular. The following regulations apply to waivers.

- a. Any course project completed with district provided materials will remain the property of District #10.
- b. Any specialized clothing, attire or equipment provided by District #10 will remain the property of District #10.
- c. Waiver students are responsible for the proper care of any school district clothing, equipment or materials. Fees may be assessed for cleaning, repair or replacement of school owned property.
- d. At no time will any parent, student, or guardian be reimbursed cash for the purchase of specialized clothing, attire or equipment.
- e. Music instruments will be provided to those students who qualify, but the district shall not be obligated to provide a particular type of musical instrument for any student.

Students, parents, or guardians may submit waiver applications to the office of the superintendent. A student does not have to participate in the free or reduced hot lunch program to request a waiver but does have to meet the income guidelines for that program. Completed waiver applications must be completed prior to the first practice of the extra curricular activity, or first class period of the elective music course.

**A. Personal and Consumable Items:**

The District will make items necessary for students to benefit from courses available. Students are encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, etc. A specific class list of back to school supplies will be made available to students and parents annually. These school supplies may include:

- |              |          |                         |
|--------------|----------|-------------------------|
| Pencils/Pens | Scissors | Colored Pencils/Markers |
| Elmer's Glue | Erasers  | Paper                   |



## **F. Admission Fees:**

Students are charged an admission fee to attend school sponsored extra-curricular activities. They may pay single admission fees or purchase annual activity passes. Students who participate in any sport can purchase an activity pass at a reduced price.

Varsity Contest \$3.00, Adults - \$4.00

Junior Varsity or Junior High \$2.00, Adults - \$2.00

Invitational Tournaments Adults - \$5.00 all day, no activity passes accepted.

Student Activity Pass \$25.00 annual

**Student Athlete Activity Pass \$10.00 annual**

Admission to contests held on behalf of the Western Trails Conference, Panhandle Conference and sub-district, district contests held on behalf of the Nebraska State Activities Association is not included in any student activity pass.

## **G. Organizations:**

Students may choose to belong to a number of student organizations. Membership in these organizations is purely voluntary and any fees, costs, materials, or clothing is the responsibility of the student or the organization. These organizations may choose to fund their activities through fund raising. Students who belong to these organizations are expected to participate in the fund raising activities of the organization in order to participate in the activities supported by the fund raising. The Board of Education must approve fund raising activities sponsored by student organizations.

Students who qualify for district or state competitions that are district approved competitions, are provided transportation, registration, and meal money by District #10. The District may also provide transportation or partial transportation for activities of the student organizations. These organizations include:

- FFA
- Drama Club
- H Club
- FCCLA
- Don't Do Drugs/Health Council
- Speech
- Student Council
- National Honor Society
- Skip 'N Cats

## **H. Other Student Activities:**

Students may participate in activities that are not sponsored by the school or are traditionally totally supported by fund raising activities.

### Summer Band Trips

- Summer band trips are sponsored entirely by the Band Boosters. District #10 is not a sponsor and provides no support.

### World Stride

- World Stride is an activity supported partially by District #10 but all of the student costs to attend the Washington, D.C. trip is raised through fund raising activities. In the event the entire cost for each student is not raised, students who qualify for free and reduced lunch may request a waiver for the amount of funds required of each student to attend.

## **I. Classes:**

Students belong to classes, which by nature become an organization. The classes sponsor student activities such as prom and graduation. Dues are set by the students in each class on an annual basis. Students may choose not to belong to their class organization but by doing so relinquish their right to attend those events and activities their dues and fund raising projects support. Students who qualify for free and reduced price lunches may request a waiver for their class dues. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

## **J. Post Secondary Education:**

Students are responsible for post-secondary education costs. The phrase "post secondary education costs" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post secondary education credit, the course shall be offered without charge for tuition, transportation, books or other fees, except the tuition and fees associated with obtaining credits from a post secondary educational institution. All fees associated with the post secondary education credits are to be paid directly to the post-secondary educational institution.

## **K. Student Record Copy Charges:**

No fee shall be charged to students, their parent(s), and/or their guardian(s) for copies of a student's files or records provided pursuant to Nebraska Revised Statutes 79-2104.

## **L. Before and After School Pre-Kindergarten:**

The district does not currently offer before or after school Pre-Kindergarten.

## **M. Summer and Night School:**

District #10 operates a remedial summer program sponsored by Federal Funds which no fee is charged for students. No night school classes are offered currently.

**N. Breakfast, Lunch, Milk programs:**

Following is a schedule of fees required for any breakfast program, lunch program or milk break offered by the school district. Students, who qualify under the income guidelines as determined by the Department of Agriculture and with proper application completed, will be provided with free or reduced priced lunches.

a. Grades PK-6 Lunches	\$1.65	d. Grades PK-6 Breakfasts	\$1.15
b. Grades 7-12 Lunches	\$1.95	e. Grades 7-12 Breakfasts	\$1.15
c. Milk	\$ .30		

**O. Student Transportation:**

Non-resident and option enrollment students may be charged a fee for bus transportation to and from school. No fee currently is charged for resident students.

**P. School Store:**

The district may operate a school store in which students may purchase food, beverage, personal and consumable items. Said purchases shall not be subject to any fee waiver.

**Q. Other Items:**

Charges for yearbooks, class rings, graduation announcements, letter jackets, club or organization apparel, team T-shirts, shooting shirts, and similar items are sold as a convenience to students at their choice and are not fees or requirements as covered under this policy.

# STUDENT FEE WAIVER APPLICATION

Ref: SB Policy: 504.19

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

## ELIGIBILITY

My signature below indicates that I am the parent or guardian of the below listed students and I also certify my family meets the income guidelines as provided by the Department of Agriculture in the application for free and reduced price lunches. I understand that my students do not have to participate in the National Hot Lunch Program to request a fee waiver, but do have to meet the guidelines. I understand I may be required to verify any or all information provided on the free and reduced lunch application.

- My free and reduced price lunch application has been previously submitted to the school.
- My free and reduced price lunch application is attached for consideration at this time for a student fee waiver.

Name of Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

<u>Student Name(s)</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____

**Please specify exactly what fees, equipment, attire or materials to which this waiver applies:**

\_\_\_\_\_  
\_\_\_\_\_

Your signature below will allow school officials to share information from my Free and Reduced Price School Meals Application with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit students.

**Signature of parent or guardian:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*\*\*\*

This application is:

- Approved as written
- Disapproved

Administrator's signature:

\_\_\_\_\_ **Date:** \_\_\_\_\_

# **ARTICLE 11 STATE AND FEDERAL PROGRAMS**

## **Notice of Nondiscrimination**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Hemingford Public Schools, and all others who interact with Hemingford Public Schools are hereby notified that the Hemingford Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

## **Section 1 Designation of Coordinator(s)**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Hemingford Public Schools, Box 217, Hemingford, NE 69348, (308) 487-3328.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

## **Section 2 Anti-discrimination & Harassment Policy**

It is the policy of Hemingford Public Schools that racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats. Insults, or assaults against someone due to their sex, race, religion or ethnic group.

A complete copy of the Board of Education Policy 504.18 may be obtained by calling 308-487-3330 or 308-487-3328.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal.

### Preventing Harassment and Discrimination of Students.

Purpose: Hemingford Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Hemingford Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Hemingford Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Hemingford Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 3 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

### **NOTICE CONCERNING DIRECTORY INFORMATION**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and

most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### **ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

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

#### **Section 4 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires Hemingford Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Hemingford Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Hemingford Public Schools will comply with any such request. Contact the building principal for such requests.

#### **Section 5 Notice Concerning Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Hemingford Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Hemingford Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

#### **Section 6 Parental Involvement**

##### **A. General - Parental/Community Involvement in Schools:**

Hemingford Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Hemingford Public Schools' philosophy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. Please request a copy for further information.

## Section 7 Homeless Students Policy

Ref: SB Policy: 503.09

Students defined in state law as homeless children shall be admitted without payment of tuition. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

## Section 8 National School Lunch Program

**Philosophy:** It shall be the policy of the Hemingford Public Schools to provide hot lunches and breakfasts for those students that wish to eat on the school grounds. These meals will be nutritious, well-balanced meals that meet the standards set by the Nutrition Services Department of the State of Nebraska. They will be serviced at the lowest price possible so that the program breaks even. The Hemingford Public Schools participates in the National School Lunch Program. **Any family below the income levels allowed can apply for free or reduced lunches at anytime through the school year.** Applications for free and reduced price meals will be sent home with students on the first day of school. **You must file for free or reduced meals each year.** Students who were on free and reduced lunches last year have until September 15<sup>th</sup> to reapply and can still receive free or reduced meals until that day. New applications should be returned as soon as possible as the free or reduced meals begin the day you submit it. Applications may be submitted anytime during the school year if your income changes.

**Prices for Breakfast meals are \$1.15 for grades PK- 12, and \$1.65 for adults. Prices for Lunch meals are \$1.65 for grades PK-6, \$1.95 for grades 7-12, \$2.75 for adults, and \$.30 for milk.** Parents who wish to join their student for lunch should call for a reservation. The school district requires meals to be paid for in advance. If you wish to have your children in separate accounts, you must inform Office of the Superintendent, High School office, or Elementary Office before school begins. Parents may establish accounts before school begins by contacting the Administration office, High School, or Elementary Office. **As always our policy is no charging. We expect you to have a positive balance in your account before participating in the Hot Lunch program.**

**MENUS:** The menu for the day will be published in the local newspaper a week in advance and put on the local radio each day. In addition to the newspaper and radio, a copy of the menu will be published in the newsletter and sent home to the parents. If an alternative is a choice in the school lunch program, and the student chooses to have an alternative, they must notify the teacher at the lunch count time, and if for some reason they do not eat in the lunch program that day, they will be charged for that meal because it is prepared especially for the student.

**METHOD OF PAYMENT:** **All lunches must be paid for in advance. No charging for food will be allowed.** A family account will be started at the beginning of the school year on a computer program designed for Lunch accounting. Monthly statements will be sent home with the student at the end of each month. Parents have the option of checking their lunch balance via the internet. If the students are to pay for their own lunches, **you must notify the Hot Lunch program at beginning of the year so that the family account may be split.** An account **must** have a positive balance in it at all times. **NO CHARGING FOR FOOD.** A detailed statement will be sent home when the account is below \$0.00. A payment should be brought to the school office ASAP. Our goal is to provide nourishing meals to all students, but we must have payments of accounts to keep this program running. All extras taken in the lunch line will be charged as extras to the family account. **NO CASH WILL BE RECEIVED IN THE LUNCH LINE. Money may be taken anytime to Elementary or High School office.**

## EQUAL OPPORTUNITY PROVIDER AND EMPLOYER: NONDISCRIMINATION STATEMENT

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

**RECEIPT OF 2011-2012 PARENT-STUDENT HANDBOOK  
OF HEMINGFORD PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2011-2012 Parent-Student Handbook of Hemingford Public Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to: Individual classroom teacher, class sponsor, or building secretary by the last day of August of the current school year.

**Updated Emergency Contact Information:**

Student's Legal Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Physical City, State, Zip \_\_\_\_\_ Mailing City, State, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mother's Cell/Work Phone: \_\_\_\_\_

Father's Cell/Work Phone: \_\_\_\_\_ Parent's email: \_\_\_\_\_

Other Emergency Contact (Name – Phone): \_\_\_\_\_