

# HEMINGFORD PUBLIC SCHOOLS 2025-2026

## STUDENT/PARENT HANDBOOK



### MISSION STATEMENT

Empowering individuals to become Resourceful, Respectful, and Responsible Lifelong Learners.

### VISION STATEMENT

Our vision at Hemingford Public Schools is to work with parents and the community to:

- create a safe and healthy learning environment for all,
- provide and promote opportunities for academic success,
- inspire involvement using career interests and strengths, and
- prepare caring, responsible, and successful citizens.

## **WELCOME**

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Travis Miller  
Superintendent



## **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 children 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.

## **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Travis Miller in writing at 913 Niobrara Avenue Hemingford, NE 69348 or by telephone at (402) 487-3328. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also, see the “Anti-Discrimination/Harassment” section below.

## **Chain of Command: 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. Classroom Teacher/Special Education Teacher (if the student has an IEP) OR Coach/Sponsor
2. Principal OR Activities Director
3. Superintendent
4. Board of Education

## **ARTICLE 1: MISSION AND VISION**

### **Mission Statement:**

Empowering individuals to be resourceful, respectful, and responsible lifelong learners.

### **Vision Statement:**

Our vision at Hemingford Public Schools is to work with parents and the community to:

- create a safe and healthy learning environment for all,
- provide and promote opportunities for academic success,
- inspire involvement using career interests and strengths, and prepare caring, responsible, and successful citizens.



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# **HEMINGFORD PUBLIC SCHOOLS**

## **STAFF DIRECTORY**

### **BOARD OF EDUCATION**

Justin Ansley	President
Trish Schumacher	Vice President
Blanche Randolph	Secretary
Micki Votruba	Member
Rick Horstman	Member
Brett Cullan	Member
Kristy Hanks	Board Treasurer

### **HEMINGFORD ADMINISTRATION**

Dr. Travis Miller	Superintendent
Josh Redden	Secondary Principal
Eric Arneson	Elementary Principal
Mandy Plog	Director of Student Services

### **HEMINGFORD ELEMENTARY TEACHING STAFF**

Ammie Frost	Kindergarten
Kerri Heusman	Kindergarten
Katelyn Varner	1st Grade
Jennifer Gasseling	1st Grade
Joei Cullan	2nd Grade
Danielle Roland	2nd Grade
Hannah Hinojosa	3rd Grade
Whitney Dean	3rd Grade
Sarah Horstman	4th Grade
Gina Jespersen	4th Grade
Heather Staudenmaier	5th Grade
Jayme Clark	5th Grade
Katie Faylor	6th Grade
Nancy Anderson	6th Grade
Shari McClure	PreK
Lauren Morava	Title I
Bailey Swanson	K-5 Resource
Erica Bruns	6-8 Resource
Josh Dean	Tech Coordinator/K-6 Computer
Morgan Kuhn	K-6 Physical Education
Samantha Gilkerson	K-12 Counselor/Guidance
Bridget Johnston	K-12 Counselor/Guidance
Sarah Arneson	K-12 Music
Julianne Payne	K-12 Media Specialist
Katie Kimball	Nurse/Health Education
Michelle Hoxworth	K-12 Speech Pathology
Millie Butler	K-12 Art



## **HEMINGFORD HIGH SCHOOL TEACHING STAFF**

Bailey Branson	Social Studies
Cameron McClintock	Social Studies
Lisa Janssen	Math
Jackie Davies	Math
Pete Gomez	Science
Brad Olson	Science
Joslynn Shanahan	Science
Janelle Huss	9-12 Resource
Erica Bruns	6-8 Resource
Matthew Wood	Physical Education
Morgan Kuhn	Physical Education
Brennan Vogel	Computer & Business
Natalie Wood	Business/Tech Coordinator
Samantha Gilkerson	K-12 Counselor/Guidance
Bridget Johnston	K-12 Counselor/Guidance
Gordon Karney	Vocational Agriculture Ed
Suzanne Neefe	Family Consumer Science
Sarah Arneson	Band/Choir
Julianne Payne	K-12 Media Specialist
Bridget Raben	English
Dr. Christina Kloch	English
Michelle Hoxworth	K-12 Speech Pathology
Katie Kimball	Nurse/Health Education
Michelle Kluver	Spanish via DL
Millie Butler	K-12 Art
Todd Westover	School-Within-A-School
Kenny Wyland	JAG (Jobs for America's Graduates)

## **SUPPORT STAFF**

Kristy Hanks	Business Manager
April Hanson	Secondary Secretary
Molly Turek	Elementary Secretary
Brenda Davies	Elementary Library
Chad Bell	Braillist
Ann Payne	Paraprofessional
Kassy Broadway	Paraprofessional
Shelley Wyland	Paraprofessional
Dena Paris	Paraprofessional
Kevin Conley	Paraprofessional
Jake Frost	Paraprofessional
Jennifer Hinman	Paraprofessional
Heather Kresl	DL Proctor
Kim O'Gorman	PT Paraprofessional





## **DEPARTMENT HEADS**

Jim Miles  
Karla Mapes  
Rozie Wax

Maintenance  
Lunch Accounts/Trans. Director  
Head Custodian

## **CUSTODIANS**

Ashley Ruzicka  
Rozie Wax

High School Custodian  
Elementary Custodian  
Gymnasium Custodian  
Administration Building

## **FOOD SERVICE PERSONNEL**

Megan Miles  
Stacey Dillard  
Debbie Hill  
Deb Henderson

Food Service Manager  
Food Service Aide  
Food Service Aide  
Food Service Aide

## **BUS DRIVERS**

Karla Mapes  
Brenda Davies  
Jake Frost  
Pete Gomez  
Bob Haas  
Brad Haas  
Becky Hanley  
Kevin Johnston  
Gordon Karney  
Tim Lanik  
Jennifer Lashley  
Karla Mapes  
Megan Miles  
Brad Olson  
Bret Sorensen  
Tre Surbeck  
Jay Weisgerber  
Taryn Wood

Transportation Director  
Route & Activities  
Route & Activities  
Route & Activities  
Route & Activities  
Route & Activities  
Route  
Sub Route  
Route & Activities  
Route & Activities  
Route & Activities  
Route & Activities  
Route & Activities  
Route & Activities  
Sub Route  
Route & Activities  
Sub Route  
Sub Route & Activities

## **CLASS SPONSORS**

Graduation Coordinator

Natalie Wood

Class of 2026 – Seniors

Janelle Huss  
Josh Redden

Class of 2027 – Juniors

Gordon Karney  
Suzanne Neefe



Class of 2028 – Sophomores

Bailey Branson  
Millie Butler

Class of 2029 - Freshmen

Jackie Davies  
Bridget Raben

Class of 2030 – Eighth Grade

Cameron McClintock  
Dr. Christina Kloch

Class of 2031 - Seventh Grade

Brennan Vogel  
Matthew Wood

## **ACTIVITIES**

Activities/Athletic Director  
Athletic Club/H-Club  
HHS Student Council  
Middle School Student Council  
Instrumental/Vocal Music  
Health Council/Professions  
FFA  
FCCLA  
National Honor Society  
One Act Play Co-Director & Three Act Play Director  
One Act Play Co-Director & Three Act Play Assistant Director  
HS Quiz Bowl  
JH Quiz Bowl  
Speech  
World Stride DC Trip  
Yearbook  
Cheerleading  
eSports  
eSports  
Mathcounts  
Science Olympiad  
Elementary HAL  
Secondary HAL  
Hope Squad  
Hope Squad  
Art & Culture Club

Todd Westover  
Todd Westover, Activities Director  
Bridget Johnston, Sam Gilkerson  
Bridget Johnston  
Sarah Arneson  
Katie Kimball  
Gordon Karney  
Suzanne Neefe  
Bridget Raben  
Tabi Prochazka  
Gina Jespersen  
Bailey Branson

Christina Kloch  
Kristina Kramer  
Natalie Wood  
Bridget Johnston  
Cameron McClintock  
Bridget Raben  
Bridget Johnston  
Joslynn Shanahan  
Sarah Arneson  
Jackie Davies  
Samantha Gilkerson  
Bridget Johnston  
Millie Butler

## **COACHES**

Activities/Athletic Director  
Head HS Football  
Assistant HS Football  
Assistant HS Football  
Assistant HS Football  
Head JH Football  
Assistant JH Football  
Assistant JH Football

Todd Westover  
Josh Dean  
Taryn Wood  
Denton Payne  
Matthew Wood  
Bailey Branson  
Josh Dean  
Kevin Conley



Head HS Volleyball  
Assistant HS Volleyball  
Assistant HS Volleyball  
Head JH Volleyball  
Assistant JH Volleyball

Natalie Wood  
Bailey Swanson  
Katelyn Varner  
Natalie Wood  
Bailey Swanson

Head JH/HS Cross Country  
Assistant JH/HS Cross Country

Jayme Clark  
Ammie Frost

Head HS Boys Wrestling  
Assistant HS Boys Wrestling  
Head HS Girls / Head JH Wrestling  
Assistant JH Wrestling

Todd Westover  
Scott Delsing  
Pete Gomez  
Bailey Branson

Head HS Girls Basketball  
Assistant HS Girls Basketball  
Head JH Girls Basketball  
Assistant JH Girls Basketball  
Head HS Boys Basketball  
Assistant HS Boys Basketball  
Head JH Boys Basketball  
Assistant JH Boys Basketball

Lisa Janssen  
Morgan Kuhn  
Lisa Janssen  
Morgan Kuhn  
Brennan Vogel

Brennan Vogel

Head JH/HS Track  
Assistant JH/HS Track  
Assistant JH/HS Track  
Assistant JH/HS Track

Josh Dean  
Lisa Janssen  
Samantha Gilkerson  
Matthew Wood

Golf

Softball

Carlos Palomo

Unified Bowling

Janelle Huss

Unified Track

Bailey Swanson



# School Calendar

Hemingford Public Schools																														
2025-2026 Calendar																														
Get Up Bobcat Nation!																														
<a href="https://www.hemingfordschools.org/">https://www.hemingfordschools.org/</a>																														
2025															2026															
AUGUST															JANUARY															
S	M	T	W	Th	F	S																S	M	T	W	Th	F	S		
					1	2																					1	2	3	
3	4	5	6	7	8	9																4	5	6	7	8	9	10		
10	11	12	13	14	15	16																11	12	13	14	15	16	17		
17	18	19	20	21	22	23																18	19	20	21	22	23	24		
24	25	26	27	28	29	30																25	26	27	28	29	30	31		
31																														
SEPTEMBER															FEBRUARY															
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7	8	9	10	11	12	13																8	9	10	11	12	13	14		
14	15	16	17	18	19	20																15	16	17	18	19	20	21		
21	22	23	24	25	26	27																22	23	24	25	26	27	28		
28	29	30																												
OCTOBER															MARCH															
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26	27	28	29	30	31																29	30	31							
NOVEMBER															APRIL															
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9	10	11	12	13	14	15																12	13	14	15	16	17	18		
16	17	18	19	20	21	22																19	20	21	22	23	24	25		
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30																														
DECEMBER															MAY															
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14	15	16	17	18	19	20																10	11	12	13	14	15	16		
21	22	23	24	25	26	27																17	18	19	20	21	22	23		
28	29	30	31																											
																						24	25	26	27	28	29	30		
																						31								

## ARTICLE 2: SCHOOL DAY

### Section 1: Daily Schedule

Monday-Thursday: Elementary Arrival and Departure

7:45 Breakfast Begins —there is **no supervision before this time.**  
8:00 Entrance Bell Rings  
8:10 School Begins  
11:35 to 12:05 Lunch period for grades 4-6  
12:05 to 12:40 Lunch period for grades K-3  
3:40 Dismissal bell for all students

Friday: Elementary Arrival and Departure

7:45 Breakfast Begins —there is **no supervision before this time.**  
8:00 Entrance Bell Rings  
8:10 School Begins  
11:45 to 12:15 Lunch period for grades 4-6  
11:00 to 11:40 Lunch period for grades K-3  
1:55 Dismissal bell for all students

Monday-Thursday: Junior High / High School Arrival and Departure

7:45-8:00	(15 minutes)	<b>SST</b>
8:00-8:50	(50 minutes)	Period 1
8:52-9:42	(50 minutes)	Period 2
9:44-10:34	(50 minutes)	Period 3
10:36-11:26	(50 minutes)	Period 4
<b>11:26-11:56</b>	<b>(30 minutes)</b>	<b>Junior High Lunch</b>
11:28-12:18	(50 minutes)	High School Period 5
11:58-12:48	(50 minutes)	Junior High Period 5
<b>12:18-12:48</b>	<b>(30 minutes)</b>	<b>High School Lunch</b>
12:50-1:40	(50 minutes)	Period 6
1:42-2:32	(50 minutes)	Period 7
2:34-2:54	(20 minutes)	Bobcat Time
2:56-3:46	(50 minutes)	Period 8

**\*3:42 Bus Rider Dismissal**

Friday: Junior High / High School Arrival and Departure

7:45-8:00	(15 minutes)	<b>SST</b>
8:00-8:43	(43 minutes)	Period 1
8:45-9:24	(39 minutes)	Period 2
9:26-10:05	(39 minutes)	Period 3
10:07-10:46	(39 minutes)	Period 4
10:48-11:27	(39 minutes)	Period 5
<b>11:27-11:57</b>	<b>(30 minutes)</b>	<b>Junior High Lunch</b>
11:29-12:08	(39 minutes)	High School Period 6
11:59-12:38	(39 minutes)	Junior High Period 6
<b>12:08-12:38</b>	<b>(30 minutes)</b>	<b>High School Lunch</b>
12:40-1:19	(39 minutes)	Period 7
1:21-2:00	(39 minutes)	Period 8

**\*1:55 Bus Riders Dismissal**



## Section 2: Building Hours

The building is open every day from 7:30 to 4:00 every day that school is in session. Teachers will be on duty from 7:45 to 4:00 Monday thru Thursday and 7:45 to 2:15 on Fridays, unless otherwise determined by the administration. The school secretary is available daily from 7:30 to 4:00.

## Section 3: Severe Weather and School Cancellations

Ref: SB Policy: 905.08

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent will notify parents through the appropriate means 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). If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

Emergency Conditions. Hemingford Public Schools has a procedure that, when activated, includes the evacuation of the building or moving to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## Section 4: Open-Closed Campus

Ref: SB Policy: 602.03

All K-6 students are required to remain on campus during the school day unless other arrangements have been made by parents/guardians. Campus is open for all 7 - 12 students during lunch. Students who violate school policies and rules may have lunch privileges revoked. If students are utilizing open campus lunch they should leave school grounds and not return to the building or school grounds until the end of the lunch period. Students will reenter the building through the main entrance. **The school does not provide supervision for any student that leaves the designated lunch area at any time during the open campus lunch period.**

## Section 5: Distribution of Food

Students are not permitted to distribute or sell food, beverages, or other items on school property without prior approval from the administration. The Nebraska Competitive Food Rule requires that no other program or school group sell food or beverages anywhere on the school campus without prior approval and is required to comply with specific guidelines. Any teacher or staff member has the right to confiscate food products from students during the school day that do not comply with Section 6: Food and Drinks.

## Section 6: Food and Drinks

While gum is allowed in classrooms, it should be disposed of properly. Candy may be allowed on occasion when it is permitted by the teacher. Certain elementary grades and secondary courses, such as band and choir may restrict the use of gum and candy for safety and equipment reasons. Snacks that follow the school's wellness policy are permitted in the classroom. Large bags of food or candy, along with sugary drinks, coffee/smoothies, and energy drinks are a distraction from the educational environment for students and are not appropriate for the classroom setting. All drinks must have a sealable lid, no cans are permitted. Perishable food items shall not be kept in lockers.



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

### **Section 1: Entering and Leaving School Grounds**

Ref: SB Policy: 903.07

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. During fair weather conditions, the first bell will ring at 8:00 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 7:30 a.m. for students to enter the building. Students are to stay in their designated area and are not to go to any other part of the building.

During the School Day: Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an in loco parentis decision about whether or not a student will be permitted to leave school. Students will be dismissed from the classroom at the designated time per parent request.

End of School: Our regular school day ends at 3:46 p.m. Monday through Thursday and 2:00 p.m. on Fridays. The Elementary will end its day at 3:40 p.m. Monday thru Thursday and 1:55 p.m. on Fridays. Club meetings and other school activity practices may begin immediately after school Monday through Thursday and at 2:00 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.

### **Traffic And Parking Procedures**

Ref: SB Policy: 504.05

The school assumes no liability for pupils driving motor vehicles. Pupils driving cars to school are required to park them in the designated area upon arrival at school if they choose to park on school grounds.

It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal.

The Board adopts the following rules regarding parking and driving on school district property and other shared facilities that the school district, students, and staff use, maintain, and access as part of school and extracurricular activities.

#### **Parking**

The administration may designate certain areas of the parking lots as staff-only parking. Any areas designated as staff only parking may not be used by students or visitors.

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

Temporary changes to parking may be designated by the administration to accommodate special events, ceremonies, or community needs at neighboring facilities.

Students shall have no expectation of privacy regarding vehicles they bring onto School District property. School personnel may search the contents of any vehicle driven or parked on School District property by a student.

Administration may request that any vehicle parked in violation of this policy be moved. Failure or inability to move the vehicle may result in the vehicle being towed at the vehicle owner's expense.



## **Driving/Vehicles**

- All vehicles on School District property must be licensed, registered, and insured according to law. The administration may report to law enforcement any vehicle suspected to be unlicensed, unregistered or uninsured according to law.
- Anyone operating a vehicle on School District property must hold the requisite license to operate such vehicle and be covered by insurance as required by law. The administration may report any suspected violations to law enforcement.
- No ATVs, UTVs, golf carts, dirt bikes, or similar vehicles may be operated on School District property, unless they meet all of the requirements in item 1 above, except by school employees in the course of their employment or as specifically authorized in advance by the administration.
- Operating a vehicle on School District property beyond the established parking lots and driveways of the school is prohibited.
- Operating a vehicle in an unsafe or reckless manner is prohibited.
- Anyone operating a vehicle on School District property shall follow all general traffic and driving laws and regulations.
- Vehicles driven or parked on School District property shall not display images or messages that contain profanity, that are sexual in nature, or that are obscene, vulgar, or offensive. This shall include, but not be limited to decals, bumper stickers, flags, accessories, and license plates.

Any student, staff member, or patron who repeatedly violates this policy may lose his or her right to drive and/or park on School District property. Any student or staff member who violates this policy may be disciplined at the discretion of the administration.

## **Section 2: Visitors**

**Ref: SB Policy: 903.02**

All visitors including parents/guardians must report to the office, upon entering, to sign in, in order to receive a visitor's pass. 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. If students decide to not lock their lockers, the school does not assume any responsibility for these lost or destroyed items. Locks are available in the office for student use.
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. School policies regarding the destruction of school property will apply.
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: Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of the school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.





## **Section 5: Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: SHARPS Survey is typically administered in the fall, and Health Class surveys may be administered during health class rotation. More information shall be provided prior to survey administration. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

## **Section 6: 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 at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without particularized suspicion or reasonable cause. The use of metal detectors and/or video/audio surveillance may be used when conducting searches.

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 reasonable suspicion 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 that 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.

## **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

## **Section 7: Cell Phones and Electronic Devices (including earbuds)**

**Ref: SB Policy 504.12**

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:



When required by a student's Individualized Education Program or 504 Plan;  
When authorized by the District for educational purposes during instructional time;  
In the case of an emergency or perceived threat of danger;  
When necessary to monitor or manage a student's health care; or  
When determined appropriate by the Superintendent or Superintendent's Designee.

Students may not use cell phones and electronic devices (including watches, wearables, and earbuds) while at school, except as permitted in the student handbook.

Personal cell phones and electronic devices (including watches, wearables, and earbuds) will remain off and out of sight.

Students may use cell phones and electronic devices (including earbuds) on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones and electronic devices (including earbuds) or other electronic devices while they are in locker rooms or restrooms.

Students are personally and solely responsible for the security of their cell phones and/or electronic devices (including earbuds) or any other electronic devices. The school district is not responsible for the theft, loss, or damage of a cell phone or any communication made to or from a cell phone.

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

Students shall not use electronic devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy. Violations of this policy may result in disciplinary action, including, but not limited to, suspension and expulsion from school. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

#### Infractions:

During school hours, students' personal cell phones and electronic devices (including watches, wearables, and earbuds) will remain off and out of sight. If contact needs to be made with a student during school hours please call the office.

#### Consequences for Infractions:



1. Level One: The device is taken away for the class period (per class). If a device is taken away during a class any future non-compliance during that class may become a Level Two offense.

Standard Procedure: A staff member will take away the student's device and keep it on their desk until the end of the class period.

2. Level Two: The device is taken to the office and the student must pick it up there at the end of the day.

Standard Procedure: A staff member will take away the student's device and it will be given to the office. The student may pick up the device at the end of the school day.

3. Level Three: The device is taken to the office and a parent/guardian must pick it up, it will remain at the school office until a parent/guardian picks up the device.

Standard Procedure: A staff member will take away the student's device and it will be given to the office. A parent/guardian must pick up the cell phone at the school office.

4. Level Four+: A parent meeting may be held to develop a behavior plan which may include student device restrictions including cell phone and electronic devices (including earbuds) check-in/check-out daily in the office.

Standard Procedure: The student will leave their cell phone, electronic device, or earbuds at the front office upon arrival at school and may pick up the cell phone prior to leaving for the day.

## **Section 8: 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 9: Student Valuables/ Personal Items**

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. The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, wallets, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

## **Section 10: 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. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Section 11: Accidents**

**Ref: SB Policy: 905.06**

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 12: Laboratory Safety Glasses**

**Ref: SB Policy: 905.09**

As required by law, every teacher, student, and visitor shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
  - A. Hot molten metals or other molten materials;
  - B. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - C. Heat treatment, tempering, or kiln firing of any metal or other materials;
  - D. Gas or electric arc welding or other forms of welding processes;
  - E. Repair or servicing of any vehicle; or
  - F. Caustic or explosive materials; and
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

## **Section 13: 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 a 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 14: 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.

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.
4. The respective Building's Principal shall be the editor of all school publications.



### **Section 15: 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 a 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 rules apply to dances.**

### **Section 16: 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 a 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 rules apply.** Parents of Homecoming candidates will be asked to help chaperone.

### **Section 17: 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 unless the junior class votes to allow freshmen to attend. 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 a 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 rules apply.**

### **Section 18: 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.

Club activities are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.



## Section 19: Copyright and Fair Use Policy

Ref: SB Policy: 606.08

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow 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.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

## Section 20: Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### 1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### 2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.





### 3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

#### **Section 21: Safe 2 Help Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using Safe 2 Help, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration and local law enforcement. The following are ways to access the reporting system:

1. HPS App: Click the Safe2Help icon.
2. Phone: 833-980-7233
3. Website: <https://safe2helpne.com>

Easily report tips on bullying, harassment, drugs, suicidal concerns, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

#### **Section 22: Video Surveillance and Photographs**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.



## **ARTICLE 4: ATTENDANCE**

### **Section 1: Attendance Policy**

**Ref: SB Policy: 503.03**

Regular and punctual student attendance is required by Nebraska State Statute ([§79-201](#)). 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 that 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.

### **Section 2: Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

#### **Expectations for Regular Attendance:**

Students are expected to attend every class, every day.

- 1) The only "excused" absences shall be:
  - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
  - b.) absences when severe weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
  - c.) student attendance at a school-sponsored activity;
  - d.) student has been suspended or expelled from school by the school district; and
  - e.) absences required by law enforcement, child protective services, or a court of competent jurisdiction confirmed in writing to the school district.
- 2) All other absences, including absences for minor illnesses, parent requests, family events, and routine medical appointments are simply "absences."

#### **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 state the reasons for the absence. If the office receives no telephone call, we will then try to contact the home to ensure that the student is accounted for. **Appointment cards may be requested to verify an absence.** Students not accounted for will be considered truant. When a student returns from an absence, he/she shall report to the office to check in. Parents should make every attempt to schedule medical and other appointments outside of school hours when possible.

#### **Excessive Absenteeism**

**Ref: SB Policy: 503.04**

When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent, the Attendance Officer will file a report with the county attorney of the county in which the student resides.





### Section 3: Homework Policy

Ref: SB Policy: 503.03

As a general guideline, on the due date of an assignment, a “0” will be entered in the grade book as a placeholder until missing work is completed/turned in so long as the work is in prior to the end of the quarter. Late work will be handled in accordance with the grading practices guidelines. Students who are absent shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students are responsible for communicating with their teachers regarding this and all absences. Students missing work due to absences will have 2 days to make up work before a “0” is entered however, a grade will be entered when the work is completed/turned in so long as the work is in prior to the end of the quarter. ***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 (family trips, surgeries, etc.)**, all effort should be made to complete and turn in all assignments he/she will miss prior to the date of the absence or in a reasonable amount of time pre-arranged with the teacher. This may or may not be the same as the above absence window. Students are responsible for communicating with their teachers and making these arrangements during their absence.

Depending on the grade level and/or class make-up work will be accessible through Google Classroom, email, or a homework folder 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/or parent/guardian will make arrangements with the teacher for the student to make up the work within the required time.

### Attendance Officer

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

### Section 4: 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, at lunch and/or charged with an absence, or having in-school suspension. Students and parents will be notified of excessive tardiness. Students will serve detentions or suspensions based on the severity of the excess of tardies.

### Section 5: Leaving School

Ref: SB Policy: 503.05

Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an in loco parentis decision about whether or not a student will be permitted to leave school. Students will be dismissed from the classroom once the parent has signed the child out through the office.

### Section 6: Attendance is Required to Participate in Activities

Ref: SB Policy: 503.03

Students must attend school the immediate preceding ½ day (4 class periods) of any scheduled school activity in order to participate in the activity. Students will not participate if they are truant from school at any time 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 for a ½ day Friday to participate in Saturday activities.

### **College and Job Shadow Visits as School-Related Activities**

In alignment with the district's strategic efforts to enhance academic, career, and life readiness, non-classroom-based college visits and job shadowing experiences are recognized as valuable components of a student's educational journey. These experiences allow students to explore career opportunities, gain real-world exposure, and make informed decisions about their future.

When students follow the procedures outlined by the principal and receive proper approvals, these visits may be classified as a "school-related activity" for attendance purposes, meaning they will not be counted as absences. This aligns with the district's commitment to empowering students through partnerships with colleges, universities, industries, and community organizations.

This designation as a school-related activity does not mean the school will provide any resources or supervision or cover any costs associated with the activity. This designation allows students who complete this process to participate in other school activities on subsequent days and not be penalized for an absence in the school's record-keeping system.

### **Section 7: Students Picked Up From School Early**

**Ref: SB Policy: 503.05**

If reasons arise that require you to remove your child from school early, please call or stop in at the office. Elementary students should be picked up from the office so that they can be checked out by the building secretary. Elementary 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 8: Entrance Age**

**Ref: SB Policy: 502.03**

Kindergarten children are eligible for enrollment if they are five years of age on or before July 31<sup>st</sup> 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 July 31<sup>st</sup> of the current school year or have completed kindergarten in another school district. Exceptions can be made for age or physical reasons approved by the administration.

**Mandatory Attendance Age.** All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age. A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

**Discontinuing Enrollment – 5 Year Old Students.** The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued



under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

**Discontinuing Enrollment – 16 and 17 Year Old Students.** Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child’s enrollment shall submit a signed, written request that demonstrates that the student meets the district’s legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Section 9: Pregnant and Parenting Students**

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

## **ARTICLE 5: SCHOLASTIC ACHIEVEMENT**

### **Section 1: Grading System and Class Rank**

#### **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>
<b>K and 1st</b>	Does not meet district standards	Working towards district standards	Meets district standards	Above district standards
<b>2nd and 3rd</b>	Student rarely demonstrates an understanding of the concepts and the application of skills and strategies.	Student occasionally demonstrates an understanding of the concepts and the application of skills and strategies.	Student usually demonstrates an understanding of the concepts and the application of skills and strategies.	Student consistently demonstrates an understanding of the concepts and the application of skills and strategies.

Fourth 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 consistent with grading guidelines issued pursuant to Board Policy 611.05.

### **Grades for Distance Learning and Dual Credit Courses**

For grading and transcript recording purposes, the grading scale of the originating institution will be considered for incoming students and students taking distance learning and dual credit courses. For passing grades, these grades will then be adjusted numerically to align with the lowest number numerical range of the corresponding letter grade on Hemingford High School's grading scale. For failing grades with no reported numerical percentage, a percentage grade of 60 will be used for the purposes of numerical GPA calculation.

For the purpose of handling grades from other academic institutions for student transfers, the Hemingford Public Schools letter grading system above will be used when necessary to convert letter grades to numerical percentages.

### **Procedures for Calculation of Grade Point Average**

#### **Calculating Numerical Percentage GPA:**

Numerical grades will be averaged by summing the percentage grades of all courses multiplied by the number of credits for those courses and dividing by the total number of credits taken. This average will be reported as the student's GPA in a numerical percentage format. This is the primary method of GPA calculation and reporting at Hemingford Public Schools.

#### **Converting to a 4.0 Scale**

Some academic and scholarship-granting institutions request reporting of Grade Point Average on a 4.0 scale. When converting grades to a 4.0 scale, the following scale will be used:

A+, A, A- = 4.0

B+ = 3.5

B, B- = 3.0

C+ = 2.5

C, C- = 2.0

D+ = 1.5

D, D- = 1.0

F = 0.0

#### **Calculating GPA on a 4.0 scale:**

Each grade is multiplied by the number of credits for the course.

The sum of these products is then divided by the total number of credits attempted to determine the GPA on a 4.0 scale.

### **Honors Recognized at High School Graduation and Grade Point Average (GPA) (Board Policy 611.06)**

The official grade point average (GPA) of graduating students is based on all high school credit hours in order to allow students sufficient opportunity to demonstrate achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

Hemingford High School will use the cum laude system to recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition.



97% and above = Summa Cum Laude (gold medallion)  
95-96.99% = Magna Cum Laude (silver medallion)  
93-94.99% = Cum Laude (bronze medallion)

Beginning with the 2027 graduating class, valedictorian and salutatorian will no longer be determined or recognized.

Students may wear honor cords and other regalia as approved by the high school principal. As a general guideline, honor cords will only be recognized when associated with school-sponsored programs. Medals will be reserved for academic achievements. Stoles will be reserved for nationally recognized honors programs.

The following procedures will also remain in effect until after the commencement of the class of 2026, at which time they will be eliminated:

The district will name a Valedictorian (Rank 1st in class) and Salutatorian (Rank 2nd in class) based solely upon class rank. Students must have attended Hemingford Schools for a minimum of 3 consecutive semesters to be eligible. If there is a tie in GPA for 1st or 2nd ranking, then students tied will be honored.

## **Section 2: Promotion, Retention**

**Ref: SB Policy: 611.02**

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**

**Ref: SB Policy: 611.01**

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 students in each subject area. This report is intended for parents and teachers 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**

**Ref: SB Policy: 611.01**

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**

**Ref: SB Policy: 610.02**

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

Kindergarten: NWEA: MAP Growth

First Grade: NWEA: MAP Growth

Second Grade: NWEA: MAP Growth

Third Grade: NWEA: MAP Growth, NSCAS Growth (ELA and Math)

Fourth Grade: NWEA: MAP Growth, NSCAS Growth (ELA and Math), NAEP (when required)

Fifth Grade: NWEA: MAP Growth, NSCAS Growth (ELA, Math, and Science)

Sixth Grade: NWEA: MAP Growth, NSCAS Growth (ELA and Math)

Seventh Grade: NWEA: MAP Growth, NSCAS Growth (ELA and Math)



Eighth Grade: NWEA: MAP Growth, NSCAS Growth (ELA, Math, and Science), NAEP (when required)

Ninth Grade: NWEA: MAP Growth, Pre-ACT

Tenth Grade: NWEA: MAP Growth, Pre-ACT

Eleventh Grade: NSCAS ACT, NWEA: MAP Growth, ASVAB

These tests will be given on scheduled days during the school year.

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

**Ref: SB Policy: 611.04**

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. Parents or students 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**

### *Grade 9-12*

- A minimum of 260 academic hours are required for high school graduation.
- 200 hours are specifically required with
  - 40 in English Language Arts
  - 40 in Science
  - 40 in Social Studies
  - 30 in Mathematics
  - 30 in Career Technical Education
  - 10 in Physical Education/Health
  - 10 in Fine Arts

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Pre-college students should check additional requirements often prescribed by the college of their choice, especially prior to 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.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

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

**Ref: SB Policy: 611.09**

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.

### **Section 12: GED Diploma and Endorsement**

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 13: 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.

## **Section 14: Academic Integrity**

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

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

### **Definitions:**

The following definitions provide a guide to the standards of academic integrity:

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

Cheating includes but is not limited to:

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

(1) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material or AI (artificial intelligence) systems, devices, or information while taking a test except as expressly permitted.

For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or





program without notifying the instructor to whom the work is presented.

(3) Assistance from Others or Unauthorized use of the work of an AI system: Having another person or program assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's. Likewise, using material generated through an AI (artificial intelligence) system and submitting it as original work is considered cheating.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, paragraphs or illustrations, or models) directly from the work of another without proper credit.

Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to an outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, copy your papers or lab projects, and fail to report a known act of cheating or plagiarism to the instructor or administration.

### **Sanctions:**

The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious



or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

4) Dual Credit or College Credit class academic integrity offenses may be reported to the college providing credit. The college guidelines and rules will have governance on sanctions.

**For additional guidance on the use of Artificial Intelligence in the classroom please see School Board Policy 606.09**

## **ARTICLE 6: SUPPORT SERVICES**

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

**Ref: SB Policy: 612.04**

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 procedures and policies for the operation of a special education program. Parents/students may contact the director of special education for further information.

### **Section 2: Guidance Services**

**Ref: SB Policy: 508.09**

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**

#### **Health Screenings:**

**Ref: SB Policy: 508.01**

Health screenings are performed per the Nebraska Department of Health and Human Services schedule. The purpose of the screening is to identify those students needing further evaluation or assistance in the area screened. A health screening is not diagnostic. Parents/guardians will be notified of the screening result if the student is found to need further evaluation. The cost of such evaluation is the parent/guardian's responsibility. A child is not required to submit to a school health screening if his or her parent/guardian provides the school with a statement signed by a healthcare provider indicating that the child has undergone such required screenings within the last six months preceding the school's health screening.

#### **Contagious and Infectious Diseases/Conditions:**

**Ref: SB Policy: 508.03**

HPS follows the Nebraska Department of Health and Human Services regulations for the control of communicable diseases. These regulations include the incubation period, symptoms of illness, infection period and minimum isolation periods/control measures. Diseases/Conditions included in these regulations are: chicken pox, pink eye, common cold, diphtheria, pinworm/threadworm/seatworm, fifth disease, hand/foot/mouth, hepatitis A, herpes simplex, impetigo, influenza, measles, meningitis (bacterial and viral), MRSA, mumps, head lice, pertussis/whooping cough, polio, ringworm, rubella, scabies, shingles, strep infection, and tuberculosis. If your child is diagnosed with or is presenting symptoms of one of the above diseases or conditions, contact the school nurse for an exclusion timeframe and/or if a healthcare provider note is needed to return to school.

A student with a temperature of over 100 degrees will be sent home. It is strongly recommended that a student does not return until fever free for 24 hours without the use of fever-reducing medications (Tylenol, ibuprofen). Alternatively, a student may return with a healthcare provider note. A student who vomits will be sent home. It is strongly recommended that students remain out of school for 24 hours.

#### **Physical Education Limitations:**

**Ref: SB Policy: 604.06**



If a student is not to participate for more than one day in physical education due to a health condition, please provide the school with a note from your healthcare provider. Students with physical limitations such as asthma, diabetes, seizures, or other illness/health concerns need their records updated annually. CONTACT THE SCHOOL NURSE IMMEDIATELY AT 308-487-7425.

### **Medications:**

**Ref: SB Policy: 508.02**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. It is recognized that for effective treatment of chronic and/or acute illness, medication might need to be administered during school hours. A student who is required to take medication during the regular school day must comply with the medication administration policy. The policy has been developed for the safety of the students receiving the medication and for the safety of all students.

Medications will be administered by the school nurse or other school staff member meeting the minimum competency standards for the Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. To avoid disruption of education, with doctor's approval, the most beneficial time to administer medication at school is during lunch. The prescription label should indicate this. The student has a responsibility to remember to report to the office at medication time. Some medications may not need to be given during school hours. In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider's authorization and written order and a parent/guardian's authorization. Medication must be brought to school in the original labeled prescription bottle by parent/guardian with a proper label including child's name, healthcare provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Medication will not be administered without the above authorization and information.

HPS will not be held liable in cases of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, HPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of. A record of the medication administration is kept for each student receiving medication. Medication will be kept in a secured area. Students may carry and self-administer inhalers, epi-pens, insulin, and other medication if appropriate paperwork has been completed. If your child has a prescription medication in the office, it will be sent with staff on field trips.

The health office is stocked with first aid medication (such as Neosporin, hydrocortisone, saline eye drops, insect sting swabs, topical cooling gel, etc.) At HPS, cough drops are given as needed and students may self-carry/self-administer. If your student cannot have such products, then contact the school nurse. At HPS, over the counter medication (Tylenol, Ibuprofen, tums, etc.) can be given and will be provided if the parent signs and returns the permission form. Other forms of over the counter medications can be administered by the school nurse if the parent provides written permission/direction and provides the medication. Medications will not be provided out of range of directions stated on the bottle regardless of parent direction. The school nurse reserves the right to refuse to administer any over the counter medication at their discretion.

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



**Procedures for Students Who Become Ill or Injured at School:****Ref: SB Policy: 508.03**

An ill or injured student may not leave school until permission of parent or emergency contact has been received. HPS has an Emergency Response Team and staff who are CPR/First Aid/AED certified and Asthma trained. Basic first aid will be administered to a student, if more extensive care is needed, then the parent/guardian or emergency contact will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene and parent/guardian or emergency contact will be notified. If a student is transported to the hospital, then a healthcare provider note releasing them to return to school is required. The student may not return to school on the same day.

**Physical Examination:****Ref: SB Policy: 508.01**

Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, beginner grade, or Kindergarten, and 7<sup>th</sup> grade, or in the case of transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

**Sports Physicals:****Ref: SB Policy: 506.10**

Each student participating in interscholastic athletics is required to have a complete physical examination, to be given on or after May 1<sup>st</sup> of each year.

**Vision Evaluation:****Ref: SB Policy: 508.01**

An evaluation of vision for all children is required by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within 6 months prior to entrance of a child into the beginner grade or Kindergarten, or in the case of transfer from out of state to any grade. This evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

**Immunizations:****Ref: SB Policy: 508.01**

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in the State of Nebraska are required to be immunized per current requirements from the Nebraska Department of Health and Human Services. All students K-12 must be immunized for diphtheria, poliomyelitis, measles, rubella, varicella, mumps, and hepatitis B. The Tdap (tetanus, diphtheria, acellular pertussis) vaccination is required for incoming 7<sup>th</sup> graders. Dates of immunizations are required. Students with a history of varicella disease (chicken pox) must provide evidence of immunity in the form of a signature of the parent with the date of illness, the signature of the healthcare provider with the date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.

Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization (s) required would be injurious to the health and well-being of the student or any member of the student's family or household. Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

A student may be provisionally enrolled in a school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be provisionally enrolled if he/she is the child of an officer or enlisted person, or the child of the spouse of such officer or enlisted person on active duty in any branch of military services of the United States.



For further information on immunizations, contact the school nurse or refer to the Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

### **Asthma/Anaphylaxis:**

**Ref: SB Policy: 508.12**

All schools in Nebraska are required to be prepared to respond to life-threatening asthma and anaphylaxis (severe allergic reactions) emergencies while school is in session. The protocol, *Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (anaphylaxis)*, directs school staff members to identify signs and symptoms of a breathing emergency and respond by calling 911, administering Epi-Pen (auto-injectable epinephrine) followed by nebulized albuterol.

Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. A nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attacks or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency and there is a group of staff members who have been taught to properly administer the medications.

If you know that your child has asthma or a known allergy, it is **critically important** that you communicate this information to the school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare provider. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documentation and medications that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above.

This protocol is in effect for the school day hours (8:00 am-3:44 pm). Emergency medication remains on school grounds. If your child has an Epi-Pen or inhaler in the health office, it will be sent with school staff on field trips. If your child participates in after school activities (sports, clubs, etc.), complete appropriate paperwork for him/her to carry and self-administer medication. In the event of an emergency, 911 will be called.

If you do not want your student to receive the above described emergency medication, contact the school nurse.

### **Head Lice Administrative Procedures:**

**Ref: SB Policy: 508.20**

1. Initial Identification and Parent/Guardian Notification Upon identification of a student with live head lice and/or nits, the parent/guardian will be immediately notified. The student will be discreetly and respectfully sent home with detailed instructions on appropriate treatment protocols. Whether the student is sent home at the end of the day or earlier will be at the discretion of the school nurse, based on the severity and risk of transmission to other students and staff. It is expected that the child will miss no more than one day of school due to head lice/nits. The responsibility of treatment rests with the parents/guardians.

2. Treatment Verification and School Re-Entry Prior to returning to school, the parent/guardian must treat the student and remove nits. Upon the student's return, a school nurse or designated qualified individual will inspect the student for live lice. If live lice are present, the student will be sent home. In cases where nits are found but no live lice, parents will be advised to continue nit removal and combing. Regular follow-up checks may be conducted to ensure effective lice management.





3. **Recurrent Infestations** In cases where a student experiences two instances of live lice within a single semester, they will be sent home until they are free from both live lice and nits. School personnel may also notify DHHS or other public health agencies to increase the likelihood of additional support being available to families with recurrent infestations.
4. **Additional Screening Procedures** Members of the same household as the affected student may also be checked for lice/nits. Whole classroom screenings will only be conducted if deemed necessary by the school nurse and/or building principal.
5. **Classroom Environment Management** The affected classroom and upholstered furniture will be vacuumed by the custodian. Stuffed animals and similar items will be either bagged for two weeks or washed and dried at high temperatures. Environmental pesticide treatments may also be utilized as necessary. Students will be encouraged not to share personal items that may facilitate the spread of lice.
6. **Notification Procedures** Notifications of head lice cases will be handled on an individual basis. Classroom notifications will be issued for the grade level of the student with an active case. In instances of multiple cases across different grades, notifications will be extended to all parents/guardians of students in the building, as determined by the school nurse or principal.
7. **Exclusion and Re-Entry for Chronic or Severe Cases** In rare instances of chronic or severe head lice infestation, the school nurse will assess the situation. If exclusion is considered, the nurse will consult with the administrator, documenting repeated unsuccessful management attempts. Re-entry of the student post-exclusion will depend on a head check showing progress in lice management, evidenced by the absence of live lice and a reduction in nits. The school nurse may monitor progress over time, with the aim of supporting the family in eradicating head lice. This policy is subject to the professional judgment of the school nurse and/or building principal, who may implement additional measures in extraordinary circumstances. The primary objective of this policy is to ensure the health and well-being of all students while minimizing disruptions to the educational process.
8. **Other Parasitic Insects** The school nurse and principal will apply similar procedures, subject to their professional judgment, for other parasitic insects, such as bedbugs, scabies, or fleas.

#### **Birth Certificate Requirements:**

**Ref: SB Policy: 502.03**

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 registered with HPS 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 from the state that the child was born 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 would 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.

#### **Emergency Health Cards:**



Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

The information on these cards is vitally important in those instances when a student becomes ill or is injured. The parents or designated persons will be contacted before a child is sent or taken home. Health information is requested on these cards and is shared with school staff in order to help meet your student's health and safety needs. If you do not want this information shared, contact the school nurse. If your student has severe allergies that require an Epi-Pen and or diet modifications, asthma, diabetes, and/or seizures, contact school health staff for appropriate paperwork to complete. If your student has a significant health condition that you want school staff to be aware of, contact the school nurse.

#### **Section 4: Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental conditions are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

#### **Section 5: Student Assistance**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **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 the principles of effectiveness as required by law to respond to such harmful effects.

#### **Section 2: Smoke-Free Environment**

The District implements regulations and practices which will ensure a smoke-free environment in compliance with The Nebraska Clean Indoor Air Act, section 71-5716, et seq., and the applicable Nebraska regulations (Nebraska Health and Human Services, Title 178, Chapter 7, "Rules and Regulations for the Implementation of the Nebraska Clean Indoor Air Act in Public Places and At Public Meetings"). Smoking is not permitted within any indoor facility owned or leased or contracted for, and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children or for Head Start services.

#### **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 programs 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.
9. The possession, use, or distribution of any tobacco product, including cigarettes, cigars, chew or other tobacco or tobacco derivative products or any other such look-alike or imitation product.
10. The possession, use, or distribution of any vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in a 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 the parent or physician.

### **Random Drug Testing of Students Involved in Extracurricular Activities and Competitions**

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

### **Purpose of Random Drug Testing**

1. The purpose of this policy is to promote the health and safety of our students who participate in extracurricular activities or competitions and to deter the use of alcohol, illicit drugs, and tobacco among them.



2. The school district has recognized that observed and suspected drug, alcohol, and tobacco/nicotine use and abuse have increased among the student population, including students participating in extracurricular activities or competitions.
3. The school district seeks to provide safe, substance-free schools.
4. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and tobacco/nicotine among students.
5. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
6. The school district believes that the drug, alcohol, and tobacco/nicotine problem among the student body needs to be addressed. A large number of students who participate in extracurricular activities and competitions do not use drugs, alcohol, and tobacco/nicotine. The school district wishes to give those students an ongoing reason to say, “No,” when presented with a chance to use.

*\*For more information please refer to the Hemingford Public Schools Random Drug Testing of Students Involved in Extracurricular Activities and Competitions Handbook.*

## **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.

### **Student Discipline Act**

**Neb. Rev. Stat. § 79-254 to 79-294**

The purpose of the Student Discipline Act is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of Nebraska and the United States Constitution and in recognition of the right of every student to public education.

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

#### **Development of Uniform Discipline System.**

The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

**Ref: SB Policy: 505.01**

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. Individuals placed in ISS will have closed campus lunch. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

#### **Suspension:**

**Ref: SB Policy: 505.03**



### **Short-Term Out-of-School Suspension**

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

### **Long-Term Out-of-School Suspension**

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

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardians when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### **Expulsion:**

**Ref: SB Policy: 505.04**

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 requirements 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.

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the



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

- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

#### **Emergency Exclusion:**

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.



Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

### **Other Forms of Student Discipline:**

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

### **Part 2: Student Conduct**

**Ref: SB Policy: 504.03**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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 Long-Term Suspension, Expulsion, or Mandatory Reassignment:**

**Ref: SB Policy: 505.03**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;





3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms) or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age or sexual conduct. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
8. Engaging in bullying as defined in section 79-2,137 and in these policies which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten. or;
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited





to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;

- b. Violating school bus rules as set by the school district or district staff;
- c. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
- d. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- e. Possession of pornography;
- f. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- g. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
- h. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones and electronic devices (including earbuds) or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send emails to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in



their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy is subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

13. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

14. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.



- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

**Additional Student Conduct Expectations and Grounds for Discipline.** The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

#### **Student Appearance:**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere 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:

- Clothing or jewelry that is gang-related
- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground
- Clothing or jewelry that advertises alcohol, tobacco, or illegal drugs
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g., cleats).
- Headwear including hats, caps, bandannas, hoodie hoods, scarves, and non-prescription glasses/sunglasses; Hats/headcover/glasses (non-prescription) may be allowed under circumstances where a medical condition is present, with approval of the building principal
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- Clothing or jewelry displaying words or images that carry double meanings or profanity (bad words) in writing, pictures or slogans.
- Shorts of mid-thigh length, or longer, may be worn during the periods of daylight savings time only for K-6. Grades 7-12 may wear shorts that meet this guideline year-round.
- Costumes and/or clothing intended for entertaining or special occasions may only be worn on days approved by the building principal.
- Sleepwear of any kind (no slippers, pajama pants, or blankets). These items may only be worn or brought on days approved by the building principal.



A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

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.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

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 will consequently 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.

### **Harassment and Bullying**

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.).

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.



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 a student's file.

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.

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.

### **Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

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

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

### **Specific Rule Items**

The following conduct may result in disciplinary action, which in repeated violations, may result in discipline up to expulsion.

1. Students in the hallway during class time must have a pass with them, and may not leave class without permission.
2. Students are expected to follow other classroom rules as set by individual teachers.
3. Lunch is to be eaten in the cafeteria/Red Zone or off campus during open campus lunchtime unless special permission is granted.
4. Students are expected to bring all books and necessary materials to class.
5. Assignments for all classes are due as assigned by the teacher.
6. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.



9. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Snow handling is prohibited.
11. Sunflower seeds, etc. are not allowed in the school building or classrooms.
12. Students are not to be in the school facilities without supervision.
13. Lying or otherwise deceiving staff or administration.
14. Willfully disobeying any reasonable written or oral request of a school staff member or voicing of disrespect to those in authority.

### **Reporting Student Law Violations**

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

- (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
  - (g) Child abuse
  - (h) Possession of a firearm
  - (i) A violation of state law that the administration believes cannot be adequately addressed by discipline from the school district





### Part 3: 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.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### 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 justifiable 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.

### Part 4: Library Rule Items (Elementary)

**Ref: SB Policy: 507.04R1**

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.

- a. 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.
- b. 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.
- c. 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**.
- d. 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, student, or class is allowed to take library books home.
- e. 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.

## **Part 5: Library Regulations (High School)**

**Ref: SB Policy: 507.04R1**

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.

### **Online Book Access: Sora by OverDrive & Nebraska Access**

Unlimited access to thousands of books through our online library. Talk to your librarian for login information.

- **SORA:** The Sora reading app gives K-12 students one-tap access to ebooks, audiobooks, Read-Alongs, magazines, and more on any device, at any time.
  - Borrow: access the book on any device and it will keep your page.
  - Place Hold: Do not have access yet to this book, but if you place hold you will be notified when it is available.
  - All books are checked in after 20 days, you will not be fined, and when you renew the book your place will be held.
- **Nebraska Access:** Nebraska Access is a portal to information discovery, courtesy of the Nebraska Library Commission. It includes access to premium research databases, available exclusively to Nebraska residents, as well as additional sources of information about Nebraska that anyone can use.
  - Explora: Access to current, high-quality information resources at your library, in school, and at home. Search thousands of full text popular magazine and journal articles; genealogical, health, legal, small business, and science resources; reading recommendations; and research resources for K-12 students.
  - Information on Nebraska-related topics, including living and working in the state; researching Nebraska government, history, and genealogy; planning a Nebraska visit or exploring the state, finding services, entertainment, education; and other frequently asked questions.

### **General Collection:**

- May be checked out for three weeks.
- May be renewed once.
- Sign your first and last name legibly on the checkout sheet at the desk.
- A book kept past its due date is overdue. Ten cents a day will be charged until the book is returned up to a maximum fine of \$5.00 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 reserved book may be checked out overnight.

Books checked out overnight may not be checked out until 3:45 p.m. and must be returned before the first period in the morning. If a reserved book is not returned on time, there will be a fine of \$.20 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 \$.20 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 \$.10 per day will be charged up to a maximum fine of \$5.00 per item.

### 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, usable condition and within the school year the item was lost; the maximum overdue fine of \$10.00 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 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 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.

## **Section 2: Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **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.

### **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 and the transportation director. 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 of conduct on school vehicles:

- a. Under the 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.

## **Section 3: Network, Internet, and Other Computer Use Rules:**

**Ref: SB Policy: 606.06**

Our school district promotes a digital environment that is safe and collaborative, provides students with the opportunity to be responsible digital citizens, and enriches 21st-century real-world digital skills. Please, students and parents/guardians, take the time to review this information that will be referred to as “policy” throughout the following sections. If you have any questions about the **TECHNOLOGY** policy, contact the school district’s technology coordinator.



## **Computer, Internet, and School Account Use by Students**

Students are expected to use computers, the Internet, and school accounts as educational resources. The following procedures and guidelines govern the use of school computers (including but not limited to school-owned tablets, laptops, and desktops), the school's Internet (including but not limited to local and global computer networks), and school accounts (including but not limited to @gubn.org and Windows accounts).

### **I. Student Expectations in the Use of Computers, the Internet, and School Accounts**

#### **A. Acceptable Use**

1. Students may use computers, the Internet, and school accounts to complete school work assigned by their teachers.
2. Students may use computers, the Internet, and school accounts to gain access to information related to school-related activities unless doing so would be a violation of the "Unacceptable Use" guidelines.
3. If students are given access to electronic communication (including but not limited to e-mail and Google Docs), all communication must be school-appropriate, directly related to school work, and not a violation of the "Unacceptable Use" guidelines.
4. Students may store digital files on their computers or in their school accounts if the digital files are school-appropriate, directly related to school work, and are not a violation of the "Unacceptable Use" guidelines.

#### **B. Unacceptable Use**

1. Students shall not use school computers or accounts to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers or accounts, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive. Electronic communication access may be given to students for educational purposes only.
4. Students shall not use school computers or accounts to participate in online auctions, online gaming (except sponsored eSports activities), or illegal digital file-sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers or accounts for commercial advertising or political advocacy of any kind without the express written permission of the district technology coordinator or district administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without permission from their teacher, district technology coordinator, or district administrator.
8. Students shall not erase, rename, or make unusable anyone else's digital files, programs, or disks.



9. Students shall not share their passwords with fellow students, school volunteers, or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change, or transfer any software or documentation provided by the school district, teachers, or another student without permission from the district technology coordinator or district administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers, or other associated equipment, except as directed by a teacher, district technology coordinator, or district administrator.
13. Students shall not take home technology equipment (hardware or software) without permission from their teacher, district technology coordinator, or district administrator.
14. Students shall not falsify electronic mail messages or web pages.

## II. Enforcement

### A. Methods of Enforcement

1. The district has the ability to monitor all Internet communications, Internet usage, and patterns of Internet usage when students are using the district's Internet. Students have no right of privacy to any Internet communications or other electronic files while using the district's Internet, a school device, or a school account. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time. Any electronic files deemed inappropriate by the district technology coordinator or district administrator may be removed from a student's school device or school account.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. This technology protection measure is active while students are using the district's Internet or when the students are using their school devices or accounts. It is impossible for the district to reflect each individual or family's opinions of what constitutes inappropriate material. If a student accesses inappropriate material, the student should immediately notify their teacher, district technology coordinator, or district administrator at school, or their parent/guardian outside of school.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for students. The district technology coordinator or district administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. At school, the school district staff will monitor the students' use of the Internet through direct supervision, school filtering, or by monitoring Internet use history to ensure enforcement of the policy. Monitoring students using their school accounts or school devices elsewhere (1:1 Take-home Program) is the responsibility of the parent/guardian.

### B. Consequences for Violation of this Policy



1. Access to the school's computers and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a) Loss of computer, Internet, or account privileges;
  - b) Short-term suspension;
  - c) Long-term suspension or expulsion; and
  - d) Other discipline as school administration deems appropriate.
2. Students who use the school's computers inappropriately may be guilty of a criminal violation and will be prosecuted.

### III. Protection of Students

#### A. Children's Internet Protection Act (CIPA)

1. The school district will comply with the Children's Internet Protection Act (CIPA). With respect to the district's computer network, the district shall use reasonable means to:
  - a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
  - b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
  - c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online
  - d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
  - e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors

#### B. Children's Online Privacy Protection Act (COPPA)

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

#### C. Education About Appropriate Internet Behavior

1. School district staff will educate students about appropriate Internet behavior, either in specific computer usage units or in the general curriculum.
2. Staff will specifically educate students on
  - a) Appropriate interactions with other individuals electronically.
  - b) Cyberbullying awareness and response.
3. The district technology coordinator shall inform staff of this educational obligation and shall encourage staff to note such instruction in their syllabi or lesson plans.
4. It is also the responsibility of the parents/guardians to address their student(s) in regard to appropriate Internet behavior and this policy. Parents/guardians that are inexperienced with this content may seek out advice from websites like





<https://www.common sense media.org> or they may contact the district technology coordinator.

## **Device Information, Care, Responsibilities, and Acknowledgements**

Our school district provides different educational technology devices to some of our students. By putting safe devices in the hands of our students, we hope to encourage collaboration, provide students with the opportunity to be responsible digital citizens and enrich 21st-century real-world digital skills. Throughout this handbook, when referring to a device, we are also referring to the device's accessories (i.e., power adapter, headphones, keyboard, mouse, case).

### **I. Information**

#### **A. On-site Devices**

1. On-site devices are devices that were purchased by or for our school district and rarely, if ever, leave the school. They include, but are not limited to: desktops, laptops, tablets, cameras, video cameras, microphones, and printers.

#### **B. 1:1 Devices**

##### **1. 1:1 Take-home Program**

- a) 1:1 Take-Home Program devices are assigned to a single student to use at school and home.

##### **2. 1:1 School-only Program**

- a) 1:1 School-only Program devices are assigned to a single student to use only at school. These devices must be checked-out and checked in at school daily.

##### **3. Device Check-out**

- a) Student and parent/guardian signatures on the Handbook are required before checking a 1:1 device out. Device check-out dates and times will be determined by the school district. When receiving a 1:1 device, the student is required to check the device for any damages. Damages must be reported to the district technology coordinator immediately before use. Once the 1:1 device is checked-out, any new damages are the responsibility of the student checking the device out.

##### **4. Device Check-in**

- a) Device check-in dates and times will be determined by the school district. If a student is leaving the school district before the end of the school year for any reason, the device must be checked-in as soon as possible.
- b) When checking in a device, a district technology coordinator is needed to check the device for any damages. Any new damages are the responsibility of the person checking in the device.

##### **5. Device Purchasing**

- a) When a student graduates from the school district, the 1:1 Take-home Program device used by the student may be offered to the student at a discounted price. Discounted prices will be determined by the district technology coordinator.

### **II. Device Care**

#### **A. On-site Devices**



1. Log in to a device with only your school profile.
2. Do not use your device in class unless instructed to do so by your teacher.
3. If you are prohibited from using your device due to not following the “Acceptable Use” guidelines, you are responsible for any work you miss that day that may require the use of a device.
4. Mute the volume and remove headphones. The volume of your device or the use of headphones may be dictated by your teacher.
5. When finished with a device, log-out of the device and neatly place the device in an area specified by your teacher.
6. Never try to repair a device. If your device has a problem, notify your teacher or the district technology coordinator immediately.

#### B. 1:1 Devices

1. Bring your device to school every day (1:1 Take-home Program) or check-out your device every day (1:1 School-only Program).
2. Bring your device to each class everyday, unless instructed not to do so by your teacher.
3. Charge your device every night either at home (1:1 Take-home Program) or in your designated area at school (1:1 School-only Program).
4. Do not use your device in class unless instructed to do so by your teacher.
5. If you forget your device or are prohibited from using your device due to not following the “Acceptable Use” guidelines, you are responsible for any work you miss that day that may require the use of a device.
6. Mute the volume and remove the headphones. The volume of your device or the use of headphones may be dictated by your teacher.
7. Never try to repair your device. If your device has a problem, notify your teacher or the district technology coordinator immediately.

### III. Device Responsibilities

- A. The device is the property of the school district and is issued to the student for the purpose of conducting school work. It is intended only for the use of the student to whom it is assigned.
- B. The student is responsible for remembering their username and password and should keep them secure.
- C. Students must notify a teacher or district technology coordinator immediately if there are any problems with the device or if the device is lost or stolen.
- D. Devices should not be left unattended in an unsecured location.
- E. The device will need to be returned to the district technology coordinator from time to time to receive regular maintenance, for acceptable use checks, and upgrades. If the issue is urgent, there may be no advanced notice.
- F. 1:1 Take-home Program devices may be taken home or to other locations by the student. However, the student is responsible, at all times, for the care and appropriate use of the device. Proper care includes but is not limited to the following:
  1. Digitally lock and physically secure the device in a safe location when it is unattended.
  2. Use a surge protector or unplug the device during electrical storms.
  3. The device is not to be loaned to anyone.



4. Other individuals should not be allowed to play on the computer.
  5. Keep food and drink away from the device.
  6. Do not leave the device exposed to extreme heat or extreme cold.
  7. Position the device on a safe surface so it does not fall.
  8. Do not attempt to repair a damaged or malfunctioning device.
  9. Do not attempt to update, disable, install, or uninstall any hardware or software without permission from a district technology coordinator.
  10. Do not write on or place any labels or stickers on the device. Do not remove any labels or stickers already on the device.
  11. Give care appropriate for any electrical device.
- G. Do not make changes to the device's settings or appearance unless instructed to do so by a district technology coordinator.
- H. If given access to any electronic communication (e-mail, messaging, chat, etc.), it should be appropriate and in relation to school work at all times.
- I. Parents/guardians are responsible for the supervision of a 1:1 device at home. This includes discussing and following the school district's "Acceptable Use" and "Unacceptable Use" guidelines with the student.
- J. The student will not be held responsible for device problems resulting from regular school-related use; however, the student will be personally responsible for any damage, loss, or vandalism caused by the student as a result of accident, intent, or neglect.
1. Approximate repair/replacement costs for Chromebooks:
    - a) Whole Chromebook - \$300
    - b) Ports - \$30-\$140
    - c) Keyboard - \$90
    - d) Top or Bottom Cover - \$60
    - e) Battery - \$60
    - f) AC Power Adapter - \$50
    - g) Screen - \$50
    - h) Touchpad - \$30
    - i) Case - \$10

#### IV. Acknowledgments

##### A. Student acknowledges and agrees to the following:

1. If I am given a school device, I understand that the school device is provided to me for my responsibilities as a student of this school district.
2. I will use my school device and school account in accordance with the "Acceptable Use" guidelines.
3. I understand that a school device issued to me is for my use only. Other individuals, including family members, should not use my device and/or accessories.
4. I understand that my school device privileges may be revoked based on my misuse of the device.
5. I understand that a school device is the property of the school district.



6. I understand that content stored on school devices and school accounts is subject to review at any time. Any electronic files deemed inappropriate by the district technology coordinator or district administrator may be removed from my school device or school account.
7. I understand that filtering of school devices and school accounts is occurring at all times in an effort to keep me safe while using a school device and/or student account.
8. I assume financial responsibility for any damage, loss, or vandalism of a school device caused by me as a result of accident, intent, or neglect.
9. I understand I must notify a district technology coordinator or district administrator immediately in the case of damage, loss, or vandalism to my school device.
10. I understand it is the right of the district technology coordinator or district administrator to determine who is responsible for damage, loss, or vandalism of a school device.
11. I understand that I must return all school devices in my possession if I transfer out of the school district, graduate from the school district, am expelled from the school district, or when I am instructed to do so by the district technology coordinator or district administrator. If I don't, I will be responsible for paying the replacement fee for the device.

B. Parent/Guardian acknowledges and agrees to the following:

1. I understand that a school device is provided to my student for my student's educational needs.
2. I understand my student is to use their school device and school account in accordance with the "Acceptable Use" guidelines.
3. I understand that a school device issued to my student is for their use only. Other individuals, including family members, should not use the device.
4. I understand that my student's school device privileges may be revoked based on my student's misuse of the device.
5. I understand that a school device, whether assigned (1:1) to my student or not (on-site), is the property of the school district.
6. I understand that content stored on school devices and school accounts is subject to review at any time. I understand that any electronic files deemed inappropriate by the district technology coordinator or district administrator may be removed from my student's school device or account.
7. I understand that filtering of school devices is occurring at all times in an effort to keep my student safe while using a school device and/or school account and also is put in place in accordance with CIPA.
8. I understand that it's impossible for the school district to guarantee all inappropriate content will be filtered on a student's device or school account, but I do acknowledge that the school district has taken reasonable steps towards filtering inappropriate content. I understand it is the responsibility of my student to not purposefully access inappropriate content.
9. I understand that I am responsible for monitoring how my student is using technology outside of school hours or when my student is absent from school. I understand the



school district is not responsible for monitoring how my student is using technology outside of school hours or when my student is absent.

10. I understand my responsibility to address my student(s) in regards to appropriate Internet behavior and this policy. I know if I need help with this, I can seek out advice from websites like <https://www.common sense media.org> or I may contact the district technology coordinator.
11. If my student cannot assume financial responsibility, I assume financial responsibility for any damage, loss, or vandalism of a school device caused by my student as a result of accident, intent, or neglect.
12. I understand that my student must return all school devices in their possession if they transfer out of the school district, graduate from the school district, are expelled from the school district, or when they are instructed to do so by the district technology coordinator or district administrator. If they don't, I will assume financial responsibility for the replacement of the device.

### **G Suite for Education Parent/Guardian Notice and Consent**

We use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st-century digital citizenship skills. The notice below provides answers to common questions about what Google can and can't do with your child's personal information. Please read it carefully.

#### **I. Notice**

- A. By signing the Handbook, you (parent/guardian) give the school district permission to create or maintain a G Suite for Education account for your student, and to act on your behalf when signing the student account up for the following:
  1. Google Core Services;
  2. Google Additional Services that are deemed educationally valuable by the district technology coordinator or district administrator; and
  3. services that may require Google to provide student information to companies, organizations or individuals outside of Google when use of these services is deemed educationally valuable by the district technology coordinator or district administrator.
- B. This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.
- C. Using their G Suite for Education accounts, students may access and use the "Core Services." Use of the Core Services includes, but is not limited to, the following:
  1. Calendar, Classroom, Directory, Drive and Docs, Gmail, Google Chrome Sync, Google Vault, Groups for Business



D. In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to “Additional Services” which includes, but is not limited to, the following:

1. Chrome Web Store (restricted mode), Google Cloud Print, Google Earth, Google Maps, Google My Maps, Google Play, YouTube (restricted mode)

E. Also in addition, we allow students to use their G Suite for Education accounts to access certain third-party apps or websites that are reviewed by the district technology coordinator or district administrator. Any third-party apps or websites that are activated for students are activated as educationally valuable services. Some of these applications and websites include, but are not limited to:

1. BrainPOP, Code.org, Discovery Education, Learning.com

F. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online.

## II. What personal information does Google collect?

A. When creating a student account, the school district may provide Google with certain personal information about the student, including, for example, a name, email address, and password.

B. When a student uses Google services, Google also collects information based on the use of those services. This includes:

1. device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
2. log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
3. location information, as determined by various technologies including IP address, GPS, and other sensors;
4. unique application numbers, such as application version number; and
5. cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## III. How does Google use this information?

A. In G Suite for Education Core Services, Google uses students personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

B. In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect, and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## IV. Does Google use student personal information for users in K-12 schools to target advertising?

A. No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.





- V. Can my child share information with others using the G Suite for Education account?
- A. We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.
- VI. Will Google disclose my child's personal information?
- A. Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:
1. With parental or guardian consent. Google will share personal information with companies, organizations, or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
  2. With the school district. G Suite for Education accounts, because they are school-managed accounts, give school-district staff access to information stored in them.
  3. For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
  4. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
    - a) meet any applicable law, regulation, legal process, or enforceable governmental request.
    - b) enforce applicable Terms of Service, including investigation of potential violations.
    - c) detect, prevent, or otherwise address fraud, security, or technical issues.
    - d) protect against harm to the rights, property, or safety of Google, Google users, or the public as required or permitted by law.
  5. Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.
- VII. What choices do I have as a parent or guardian?
- A. First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.
- B. If you consent to your child's use of G Suite for Education, you can access or request the deletion of your child's G Suite for Education account by contacting the district technology coordinator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.
- VIII. What if I have more questions or would like to read further?



- A. If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the district technology coordinator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center, the G Suite for Education Privacy Notice, and the Google Privacy Policy online.
- B. The Core G Suite for Education services are provided to us under Google's Apps for Education agreement.

By signing the signature page on the Handbook, the student(s) and parent(s)/guardian(s) acknowledge that they have reviewed, understand, and consent to everything in the Handbook's **TECHNOLOGY** section (**Computer, Internet, and School Account Use by Students; Device Information, Care, Responsibilities, and Acknowledgements; G Suite for Education Parent/Guardian Notice and Consent**). The terms of the **TECHNOLOGY** section apply to the most current school year. For **TECHNOLOGY** related items, the start of the school year would be when either the student is issued a school device or the first day of school (whichever occurs first). The end of the school year would be when either the student checks-out during the school year, checks-out the last day of school, or checks-out during summer school (whichever occurs last).

#### **Section 4: Pledge of Allegiance**

**Ref: SB Policy: 607.02**

Each public school district shall require each such district's schools to establish a period of time during the school day, when a majority of pupils is scheduled to be present, during which pupils will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America, in grades kindergarten through twelve. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. Pupils not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

## **ARTICLE 9: ATHLETICS AND ACTIVITIES**

#### **Section 1: Eligibility Requirements**

**Ref: SB Policy: 506.01**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime. However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct himself or herself in accordance with student conduct policies.

The superintendent must approve student activity events unless they involve unusual travel expenses, in which case the board will be asked to approve the event. Every attempt will be made so that the events would not disrupt the education program or other school district operations.

All students will abide by all policies regarding eligibility as published by the Nebraska School Activities Association (NSAA). Students in grades 9-12 at Hemingford Public Schools must pass thirty (30) semester hours of credit the immediate preceding semester in order to be eligible for any activity that is school sponsored. Students in grades 7 and 8 must pass 6 of 8 classes the immediate preceding semester in order to be eligible for any school sponsored activity. Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding in accordance with the student due process policy. It shall be the responsibility of the superintendent to develop



administrative regulations for each school activity, which will be published in the student handbook, or other document provided to students and parents.

Extracurricular school activities are encouraged and desirable for all students to participate in. However, the principal goal and responsibility for each student is to establish a firm academic foundation. As such, a student who chooses to participate in extracurricular school activities will abide by the following standards:

1. Maintain passing grades in all classes. Any student failing two or more academic classes (grade below 70%) for two consecutive weeks is ineligible to participate in extracurricular activities.
2. Students who are failing will be on a warning week of eligibility starting with the 2nd week of each semester.
3. Teachers will post the most recent academic grades for each student by 12:00 pm on Tuesday, the ineligibility list will go into effect on Wednesday morning. Eligibility runs from Wednesday through the following Tuesday beginning with the 3rd week of each semester.
4. The administrator will pull the current Quarter's academic grades to use for eligibility purposes.
5. Junior High students in 9 week only classes will have an exemption for those classes during the first three weeks of each quarter when figuring eligibility.
6. Students who are academically ineligible may attend practices, however, they cannot travel with any team/activity, suit up/participate in any event/performance, or participate in any special school activity (such as prom and all dances/parties). Eligibility requirements shall not apply to instructional field trips which are a part of the scheduled course learning experience; or activities or events which are a part of the student's grade requirements.
7. Supervised Study Time (SST) will not apply to eligibility but will be available to students twice daily from 7:45 - 8:00 am and 3:45 - 4:00 pm.
8. Students with disabilities on an IEP may have special accommodations written into the IEP plan, however, the majority of students with disabilities will follow the regular eligibility policy in its entirety.

## **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 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. 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. Playing time and team selection will be determined by the authority of the coaching staff and is based on a variety of factors.

At the high school level, athletes should be out for athletics because they want to be. The non-varsity competition is to be a learning experience where 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, athletes should always strive to do their best in competition. Playing time and team selection will be determined by the authority of the coaching staff and is based on a variety of factors.

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 teams. Negative actions and attitudes should not be allowed nor should they be tolerated.



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 3: 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. If extenuating circumstances arise the coach, in communication with the activities director & building principal may make an alternate plan to support the needs of the students and the program.

### **Section 4: Practice Regulations**

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

1. Practice during a holiday break or on a Sunday must 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 the 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 being 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 a practice to begin and the start of school.

### **Section 5: 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 sports season has ended, including the playoffs.

### **Section 6: Regular Practices**

Regular practice for high school athletes begins after school. Junior high practice will be during 8th period Monday - Thursday. There will be no junior high practices. It is recommended that formal High School or Junior High practices be limited to approximately 1 ½ to 2 hours. Specialized work both before and after formal practices can be carried out as necessary.

The school day for Junior High students participating in a sport (during that sport season) will end after 7th period. Students participating in a sport are required to attend the full duration of practice with their team.



Junior High students not participating in a sport are required to attend physical education class. When students are not participating in a sport (such as the times of the school year that fall between sports seasons) they are required to attend physical education class.

**EXCEPTION -----** Students who are failing class(s) may be required to attend Academic Support during practice. If a student misses practice to due attending academic support, the coaches will have the discretion to assess whether prior engagement in practices was sufficient enough to allow a student to participate without unnecessary risk to the student and their teammates (e.g. a student doesn't know how to properly execute plays learned in practice or engage in sufficient conditioning, may potentially pose an unnecessary risk of injury.) If eligible, the student may still attend the contest/travel with the team, but the student's role will be subject to the coach's assessment.

**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 immediate preceding **½ day (4 class periods)** of the scheduled school activity or practice. A student is not allowed to practice or participate if he/she is **truant** anytime during the school day. Exceptions 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 must be in school Friday afternoon. If the athlete is unable to be in school on Friday afternoon, they should make prior arrangements 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 perform in a contest when missing school the half day before a contest.

All students are required to be dressed and ready for practice by the indicated start 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 the 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 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 by 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.

Updated: **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. Students may only be released to their parents or guardian unless prior approval has been authorized as stated below. 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: Weight Room**

The weight room is for the use of all enrolled students in Hemingford Public Schools. A certified employee of the school district or an administratively approved representative 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 10: 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. Participants 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. For the training rule violations to be investigated by Activities Director and/or Administration, it must be reported in one of the following ways:

1. Self-report by the student.
2. Statement of the violation from the parent/guardian of the student being reported.
3. Written Statement of the possible violation from a current member of the coaching staff.
4. Written Statement from Law Enforcement of the violation.

- 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 use or be in the possession of any tobacco product, including cigarettes, cigars, chew or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.
- 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 COUNCIL** The activities council will consist of the head coach/sponsor from each activity, the activities director and the principal. The activities council 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 11: 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 Council.

\*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 students 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.
- Participants who violate Board policy, these conduct rules, any training rules or rules of conduct of the coaches and/or activity sponsors, or any other discipline rule may be subject to disciplinary action, up to and including activity suspension or expulsion from the activity program.

## **Section 12: Requirements for Varsity Letter**

### **GENERAL REQUIREMENTS**

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 complete 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 affect 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**

**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 free instruction in school in accordance with the Nebraska Constitution and Nebraska state law. 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 exempt 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 cost" 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 at Hemingford Public Schools and participating in extracurricular 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, and 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 extracurricular 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 Hemingford Public Schools.
- b. Any specialized clothing, attire or equipment provided by Hemingford Public Schools will remain the property of Hemingford Public Schools.
- 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            | ● White Out    | ● Protractor |
| ● Scissors                | ● Graph Paper  | ● Organizers |
| ● Colored Pencils/Markers | ● Highlighters | ● Calculator |
| ● Elmer's Glue            | ● Tablets      | ● Planners   |
| ● Erasers                 | ● Compass      | ● Crayons    |
| ● Paper                   | ● Notebooks    |              |

Personal items for extra-curricular activities are the responsibility of the student. Extra-curricular items may include:

- |                                     |   |
|-------------------------------------|---|
| ● Protective mouthpieces for sports | ● Various items for musical instruments |
| ● Sports undergarments              |   |
| ● Shoelaces                         |   |

#### **B. Non-Specialized Clothing:**

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, or chemical/physical science classes.



Students will be required to furnish the following non-specialized clothing for the courses listed.

- Physical Education: gym shoes, shorts, T-shirt, athletic undergarments
- Vocational Agriculture Shop Classes: coveralls or appropriate alternative clothing
- Basketball: shoes, athletic clothing
- Volleyball: shoes, athletic clothing
- Track: shoes, athletic clothing
- Cross-Country: shoes, athletic clothing

### **C. Specialized Clothing/Equipment:**

Students participating in optional curricular music courses such as band/flag corps, swing choir, are encouraged but not required to purchase specialized uniforms. If the district furnishes the uniform, it may be previously worn, and cannot be kept by the student. Students may wish to purchase their own uniforms for flag corps and swing choir so their uniforms may be distinctive from previous year's groups.

Students participating in extra-curricular activities may be required to purchase specialized equipment or clothing. District #10 does not charge for participation in extracurricular activities. Students who qualify for free and reduced lunch price may secure a waiver for specialized clothing or equipment. The following activities require specialized equipment, clothing, or fees

- Football: Varsity, two football jerseys, football shoes
- Junior High Football: football shoes
- Wrestling: Varsity and Junior High, shoes
- Golf: shoes, balls, clubs, and bag
- Track: spikes if necessary
- Volleyball: varsity and junior high, knee pads if desired
- Cheerleading: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Future Farmers of America (FFA): Students must pay yearly dues.
- Band: Reeds, valve oil, music lyre, flip book, possible t-shirt

### **D. Course Materials:**

Students are permitted to and encouraged to supply materials for course projects. Some course projects may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of keeping the project, to reimburse the District for the reasonable value of the materials used in the project. The District will furnish materials or supplies for course projects that are required to be completed as a requirement of the course. Supplies or materials for optional projects in art or vocational projects are the responsibility of the student.

### **E. Music Instruments:**

The district may 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.

### **F. Admission Fees:**

Students are charged an admission fee to attend school sponsored extracurricular activities in Grades K-6. They may pay single admission fees or purchase annual activity passes. Students in Grades 7-12 have free admission to all regular season hosted events.

- Varsity Contest
  - \$4.00-Students (7-12 students are provided passes to all home activities), Adults - \$5.00
- Freshman, Junior Varsity or Junior High





- \$3.00 Students, Adults - \$4.00
- Invitational Tournaments Adults
  - \$5.00 all day, no activity passes accepted.
- Student Activity Pass (K-6) \$25.00 annual
- Family Pass- \$100.00; Single Parent Family Pass - \$65.00; Adult Pass - \$35.00

Admission to contests held on behalf of the Western Trails Conference, Panhandle Conference, sub-district, and 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 are the responsibility of the student or the organization. These organizations may choose to fund their activities through fundraising. Students who belong to these organizations are expected to participate in the fundraising activities of the organization in order to participate in the activities supported by the fundraising. The Board of Education must approve fundraising 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     | ● FCCLA          | ● Student Council        |
| ● One Act | ● Health Council | ● National Honor Society |
| ● H Club  | ● Speech         | ● Band / Choir           |

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

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

- Summer band trips are sponsored entirely by fundraising. District #10 is not a sponsor and provides no support.
- 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 fundraising 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 fundraising 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 coursework completed for failure to pay student fees. (Administration suggests dues shall not exceed \$50.00 per year, per student.)

### **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:**

Hemingford Public Schools operates a remedial summer program sponsored by Federal Funds which no fee is charged for students. No night school classes are offered.

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

**Ref: SB Policy: 802.01**

Following is a schedule of fees required for any breakfast program, lunch program, or milk breaks 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.

PK-12 Breakfast	\$3.00	Adult Breakfast	\$3.50
Pre-School Lunch	\$3.50	K-6 Lunch	\$3.50
7-12 Lunch	\$4.00	Adult Lunch	\$5.50
Milk	\$0.55	Additional Entree/Meat	\$2.00

**O. Student Transportation:**

**Ref: SB Policy: 801.01**

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:**

**Ref: SB Policy: 504.19R1**

The district may operate a school store in which students may purchase food, beverage, personal and consumable items in accordance with the school’s wellness policy. 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.

**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 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	Athletic Director
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

Ref: SB Policy: 504.18

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; 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 found on the Hemingford Public Schools website under school board policies or by calling 308-487-3330 or 308-487-3328.

If a staff member of a 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

Ref: SB Policy: 504.18R1

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 workplace 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 workplace, 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:**

**Ref: SB Policy: 504.18R1**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.



## **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.



- c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received the complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution, or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### Section 3: Notification of Rights Under FERPA

Legal Ref: 20 U.S.C § 1232g

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 to 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**

**Ref: SB Policy: 507.02**

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 unauthorized disclosure of education records. In some



courses student work and/or projects may be displayed, posted on social media, 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: Parental Engagement**

**Ref: SB Policy: 1005.02**

Hemingford Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

##### **In General,**

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background, or are migratory children. Information related to school and parent programs, meetings, school reports, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
  - Hemingford Open House/Back to School Night
  - 7th grade and New Student orientation
  - Annual Title I Parent Meeting
  - Parent-Teacher Conference
- Parents are involved in the planning, review, evaluation, and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
  - Parent and Community Surveys
  - Annual Title I parent meeting
  - Development of the School Improvement Plan
  - School Advisory Meetings



- Parents of participating children will be provided timely information about programs under this part, a description, and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
  - Student handbook
  - Parent-Teacher Conferences
  - Standardized Test results
  - Progress reports & report cards
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents, in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and Local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## Section 5: 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 6: National School Lunch Program

Ref: SB Policy: 508.13/802.01/802.05

**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 any time throughout 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 28th 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.

Parents who wish to join their student(s) 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 the 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.**

**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. Emails will be sent when balances become low. 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 the 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.** Payment should be brought to the school or paid online 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 the 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.”

## **Appendix A: BEHAVIORAL INTERVENTION, CLASSROOM MANAGEMENT, STUDENT CONDUCT AND DISCIPLINE GUIDELINES**

The following guidelines for interventions and responses are intended to outline interventions and responses to a variety of potential student conduct issues that may occur in a school district setting. This does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under the Student Discipline Act.

<b>Level 1 Interventions and Responses</b>	Level 1 Interventions and Responses are aimed to teach alternative behavior so that students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies
<p><i>Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SAT chairs, SPED case managers and other members of the team.</i></p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under specific circumstances.</p>	<p><b>Level 1 Response Considerations</b></p> <ul style="list-style-type: none"> <li>• Teacher or student conference</li> <li>• Time out/Break from classroom</li> <li>• Work Done: Complete Assignment</li> <li>• Loss of Recess/Loss of privilege means losing opportunities that could include extracurricular school activities on or off campus before, during, or after school.</li> <li>• Detention</li> <li>• Spend the remainder of the day in ISS</li> <li>• Verbal Correction</li> <li>• Loss of classroom privileges</li> </ul> <p><b>Level 1 Intervention Considerations</b></p> <ul style="list-style-type: none"> <li>• Parent or guardian contacted, conference, and/or accompany student to school</li> <li>• Implementation of classroom supports</li> </ul>



	<ul style="list-style-type: none"> <li>· Expectations established and taught</li> <li>· Positive rapport/relationship</li> <li>· Re-teaching, prompting, feedback</li> <li>· Effective classroom supervision</li> <li>• Verbal correction</li> <li>• Collaborative Problem Solving</li> <li>• Written reflection or apology</li> <li>• Seat change</li> <li>• Establish Buddy Teacher/Classroom system</li> <li>• Positive Reinforcements</li> <li>• Refer to MTSS SEBL Handbook</li> </ul>
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Level 1 Violations	Additional Responses	Behavior Code Minor: Teacher Logs Major: Administration
<b>Bus Misconduct</b> Activity on the bus which is unsafe; refusal to follow directions of the driver or aide	Work with transportation department to complete investigation and follow bus misconduct consequences chart found in transportation handbook.	<b>Minor:</b> Disruptive Behavior  <b>Major:</b> 3600 Violation/School Rules
<b>Cheating or Plagiarizing</b> Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas of writings of another person.	Academic consequences may include requiring student to redo the assignment, issuing alternate assignment or issuing no grade or grade of zero (in consultation with administration).	<b>Minor:</b> Other  <b>Major:</b> 3600 Violation/School Rules
<b>Classroom Disruption</b> Student behavior that causes a disruption to the classroom environment impedes or has the potential to impede the learning of others.	Refer to Level 1 Response Considerations	<b>Minor:</b> Disruptive Behavior  <b>Major:</b> 3600 Violation/School Rules
<b>Behavior Disruptive to the School Environment</b> Student behavior that is unruly or causes disruption to the natural course of the school day.	Refer to Level 1 Response Considerations	<b>Minor:</b> Disruptive Behavior  <b>Major:</b> 1500 Disorderly Conduct
<b>Bullying/Harassment</b> When a student engages in a back and forth exchange that includes any hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.	<a href="#">Conflict Resolution Process</a> followed and parents of all students involved are notified. This includes when bullying is reported to the school by parents or outside individuals.	<b>Minor:</b> Defiance/Disrespect/Non compliance  <b>Major:</b> 3200 Threat/Intimidation  <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a</i>





		<i>school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i>
<b>Dress Code Violation</b> Student attire that has messages, images or phrases that represent distasteful or illegal activities including references to drugs, alcohol, violence, profanity or sexual innuendos. Dress that causes a substantial disruption to the educational environment or poses a safety threat to others. This can include items such as chains, belts or belt buckles, jewelry or other objects that could be used as weapons.	Students will be asked to change/cover/remove the clothing item. Parents will be contacted.	<b><u>Minor:</u></b> Defiance/Disrespect/Non compliance  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Excessive Tardies/Hall Sweep</b> Arriving late to class excessively, as determined by individual school procedures or is caught in the hallway by school staff after the tardy bell has rang	Refer to Level 1 Response Considerations	<b><u>Minor:</u></b> Other  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Failure to Serve Detention</b> Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours.	Refer to Level 1 Response Considerations	<b><u>Minor:</u></b> Defiance/Disrespect/Non-Compliance  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Leaving or Entering the School without Following Procedures</b> Failure of a student to adhere to guidelines for open campus privileges or being in an area off-limits to students.	Refer to Level 1 Response Considerations	<b><u>Minor:</u></b> Non-Compliance  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Loitering</b> Students in hallways, corners, restrooms, locker rooms or other locations in the building without expressed permission and without the approval and supervision of a classroom teacher.	Refer to Level 1 Response Considerations	<b><u>Minor:</u></b> Non-Compliance  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Lunchroom and Hallway Misconduct</b> Student fails to follow expectations for behavior in the lunchroom, hallways or other common spaces.	Refer to Level 1 Response Considerations	<b><u>Minor:</u></b> Defiance / Disrespect  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Misuse of Pass/Out of Area</b> Student is out of his or her assigned area during the school day, or uses a hall pass in a way not intended by the issuer	Refer to Level 1 Response Considerations	<b><u>Minor:</u></b> Defiance / Disrespect  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Misuse of Computers or Network</b> Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other non-educational purpose. OR Direct or indirect use of district computers, computer networks or computer systems which involves offensive, personal, commercial or other inappropriate messages . OR Other actions that are a violation of the District Technology Policy.	Refer to Level 1 Response Considerations and Acceptable Use Agreement (AUA)	<b><u>Minor:</u></b> Defiance / Disrespect  <b><u>Major:</u></b> 3600 Violation/School Rules
<b>Nuisance Item</b> Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious or dangerous that it substantially interferes with or disrupts the learning environment. This may include items that have the potential to cause a	Item(s) will be confiscated and returned to the parent or to the student.	<b><u>Minor:</u></b> Defiance / Disrespect  <b><u>Major:</u></b> 3600 Violation/School Rules





disruption or chewing gum.		
<b>Inappropriate Clothing</b> Clothing which is construed to be distracting to the learning environment, per district and/or school guidelines.	Student will be asked to change and will be given clothing if necessary.	<b>Minor:</b> Non-Compliance <b>Major:</b> 3600 Violation/School Rules
<b>Inappropriate or Disparaging Language</b> Using inappropriate words or topics of conversation (Without threats directed towards specific staff) in school including use of disparaging, demeaning language, or symbolic actions of any kind including, but not limited to gestures, drawings, symbols, or language.	Refer to Level 1 Response Considerations	<b>Minor:</b> Inappropriate Language <b>Major:</b> 3600 Violation/School Rules
<b>Insubordination/Non-Compliance</b> Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning. Behavior does not pose a threat to others and is not dangerous. No threats are directed at staff members.	Refer to Level 1 Response Considerations	<b>Minor:</b> Defiance / Disrespect <b>Major:</b> 2200 Insubordination/Disobedience
<b>Threat—Level 1:</b> Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (“Oh, I could just kill you for that” or “I ought to punch you in the nose.”)	Refer to Level 1 Response Considerations	<b>Minor:</b> Inappropriate Language <b>Major:</b> 3200 Threat/Intimidation
<b>Tardy to class</b> When a student repeatedly continues to be tardy to a class.	Refer to Level 1 Response Considerations	<b>Minor:</b> Non-Compliance <b>Major:</b> 3600 Violation/School Rules
<b>Truancy</b> Neither the family nor school officials know the student’s whereabouts or the student is refusing to attend school or class	Refer to Level 1 Response Considerations	<b>Minor:</b> Other <b>Major:</b> 3600 Violation/School Rules

<b>Level 2 Interventions and Responses</b>	<p>Level 2 interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p> <p>Short-term In School Suspensions may be applied due to the severity or chronic nature of an individual behavior. In cases of multiple suspensions, a problem solving team may be utilized.</p>
<p><i>Who: A support team including teachers, alpha assigned administration, Counselors, SAT chairs, SPED case managers, social workers, and others may work together to support the student.</i></p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.</p>	<p><b>Level 2 Response Considerations</b></p> <ul style="list-style-type: none"> <li>• Loss of classroom privileges</li> <li>• Teacher or student conference</li> <li>• Time out/Break from classroom</li> <li>• Work Done: Complete Assignment</li> <li>• Loss of Recess/Privileges</li> <li>• Detention</li> <li>• In School Suspension ranging 1-5 days</li> <li>• Out of School suspension for remainder of the day</li> <li>• Bus Suspension</li> <li>• Out of School suspension for remainder of the day and following day</li> </ul> <p><b>Level 2 Intervention Considerations</b></p> <ul style="list-style-type: none"> <li>• Parent or guardian collaboration (consider a parent and/or student</li> </ul>



	meeting upon reentry) • School Counselor support • Change in schedule or class • Social Worker Referral • Peer mediation • Service to school/Service to Community • Conflict resolution • Restorative Practices • Loss of school privileges • Temporary removal from the bus, cafeteria, or other location • Review or revision of student plan • Referral to community agency • Positive Reinforcements • Refer to MTSS SEBL Handbook
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Level 2 Violations	Response	Behavior Code (All Major)
<b>Bus Misconduct</b> Activity on the bus which is unsafe; refusal to follow directions of the driver or aide	Collaborate with transportation department	3600 Violation/School Rules
<b>Compromising building security.</b> Tampering with school entrances/exits for the purpose of entry later by self or peers, student loitering during non-school hours, skateboarding, longboarding, rollerblading, letting people into the building, littering, multiple students in the same restroom stall at one time, unsupervised activities during the school day, or any other activity deemed by administration to threaten building safety and security.	Refer to Level 2 Response Considerations	3600 Violation/School Rules
<b>Exposure to Bodily Fluids</b> Purposeful spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member.	Refer to Level 2 Response Considerations  Mandatory ISS or OSS	3600 Violation/School Rules
<b>Engaging in Verbal Conflict</b> Disrupting the school environment by engaging in a loud argument that may include disparaging comments or discussion of potential physical conflict.	Refer to Level 2 Response Considerations  Minimum of ISS remainder of the day	1500 Disorderly Conduct
<b>Fighting:</b> Mutual attempt to physically harm another person through mutual combative physical contact. Not planned, but erupts spontaneously and is a first offense during that school year.	Refer to Level 2 Response Considerations  Minimum of OSS	1700 Fighting (Mutual Altercation)
<b>Bullying/Harassment</b> Continued behavior between students, and after administrative intervention that includes hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slander, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.	Refer to Level 2 Response Considerations  Both students are instructed to stop all behaviors immediately and parents are informed.	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school</i>



		<i>grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i>
<b>Misuse of Computers or Network</b> Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other non-educational purpose. OR Direct or indirect use of district computers, computer networks or computer systems which involves offensive, personal, commercial or other inappropriate messages . OR Other actions that are a violation of the District Technology Policy.	Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA)	3600 Violation/School Rules
<b>Nuisance Item (Dangerous):</b> Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious that it substantially interferes with or disrupts the learning environment and presents a danger or potential danger to the school environment. This may include items such as matches, lighters, pepper spray, etc.	Refer to Level 2 Response Considerations  Item(s) will be confiscated and returned to the parent.	3600 Violation/School Rules
<b>Physical Contact</b> Any unwanted physical contact between students that does not cause injury or danger, but results in a needed intervention. (Or that causes a disruptive or dangerous environment) Including, but not limited to: Pushing, Shoving, Running, Chasing, Touching, Throwing, or Related Non-Injurious Behaviors.	Refer to Level 2 Response Considerations  Minimum ISS for remainder of the school day	2500 Physical Altercation minor
<b>Possession of Obscene or Pornographic Literature, Materials, or Electronic Images</b> The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise	Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA)  Item(s) will be confiscated and returned to the parent.	3600 Violation/School Rules
<b>Property Damage</b> Causing or attempting to cause damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).	Refer to Level 2 Response Considerations  Student may be issued monetary consequences to repair damage.	3500 Vandalism
<b>Reckless Behavior Resulting in Injury of Others</b> Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk. Physical misconduct that causes injury to another person. The conduct is not intentional but the injury was caused by negligence or potential misconduct by the student.	Refer to Level 2 Response Considerations  Minimum of ISS for remainder of the day	1300 Battery
<b>Recording Others</b> Recording others (photographs, videotaping, sound recording, or otherwise transmitting images and/or sounds of another person or persons, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons	Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA)  Confiscate device and contact parent	3600 Violation/School Rules



participating in school activities that are open to the public.	to pick it up.	
<b>Refusal to Cooperate with School Staff</b> A student, who has already been sent to the office for misbehavior, continues to fail to comply with directions from staff.	Refer to Level 2 Response Considerations  Minimum of OSS for remainder of the day	3600 Violation/School Rules
<b>Theft:</b> Stealing or attempting to steal property from another individual or the school. When an item is valued at less than \$100 or does not require forced entry into a classroom, locker room, locker, vehicle and there was no damage to property during the theft or attempted theft. (Examples: Taking a small item off of an open table or picking up an item left out by another student.)	Refer to Level 2 Response Considerations  Notification of law enforcement	3100 Theft
<b>Threat—Level 2:</b> Using an expression (verbal or non-verbal) or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced.	Refer to Level 2 Response Considerations  Minimum of ISS for remainder of the school day	3200 Threat
<b>Tobacco Possession</b> Possession of Tobacco or look-alike substance, including cigarettes, chewing tobacco, cigars, lighters, matches, and other paraphernalia, including vapor products (i.e. electronic nicotine delivery systems) associated with the physical inhalation or absorption of tobacco which intend to replicate tobacco products either by appearance or effect.	Refer to Level 2 Response Considerations  Minimum of ISS for remainder of the day	3300 Tobacco
<b>Tobacco Use</b> To include students found to be in use of tobacco or a product that may be used to distribute tobacco or the chemical nicotine while in the school building, or on school grounds	Minimum of OSS for remainder of the school day	3300 Tobacco
<b>Unauthorized Use of Camera, Video Device, Personal Device or Recording Device</b> Student use of cameras/video devices to record or photograph the school, classroom, teacher or other students without explicit, prior authorization of the principal/classroom teacher and other student. Any unauthorized recording or photography is prohibited.	Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA)  Confiscate device and contact parent	3600 Violation/School Rules
<b>Vandalism or Damage to School or Private Property:</b> Causing or attempting to cause damage to property. This includes school property that is lent to the student.	Refer to Level 2 Response Considerations Monetary compensation for the damage. Potential loss of privileges	3500 Vandalism
<b>Verbal or Written Abuse to Staff, Nonthreatening</b> Language or behavior that is disrespectful to a staff member but is not severe in nature or use significant profanity. This would include statements like, "I'm not doing that!" "Whatever!" "You can't make me." "This is stupid."	Refer to Level 2 Response Considerations  Minimum of ISS for remainder of the day	1500 Disorderly Conduct
<b>Vulgarity/Profanity</b> Written or oral language that is disgusting and/or repulsive, but does not constitute harassment and is not directed at staff members.	Refer to Level 2 Response Considerations	1500 Disorderly Conduct
<b>Youth Gang Apparel and Behaviors</b> Wearing apparel as identified by the Hemingford Public Schools as gang related; wearing or carrying any item meant to identify a person as a gang member; writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs with the intent or potential to intimidate others or that creates a disruptive	Refer to Level 2 Response Considerations  Student will be asked to change or stop behavior and ISS for remainder of the school day.	1500 Disorderly Conduct



or unsafe learning environment.		
<b>Repeated Disruptive Behavior</b> Behavior that causes a repeated disruption to the classroom and in which the student does not participate in or respond to Level 1 Interventions.	Refer to Level 2 Response Considerations  Increased consequences to fit the repetitive nature of the behavior.	1500 Disorderly Conduct

<b>Level 3 Interventions and Responses</b>	Level 3 violations will involve the removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In cases of multiple suspensions, a problem-solving team may be utilized.
<p>Who: Teachers and other staff members will refer students to any administrator who will work with the team to identify the appropriate intervention and response.</p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.</p>	<p><b>Level 3 Responses</b></p> <ul style="list-style-type: none"> <li>• In School Suspensions between 1-9 days</li> <li>• Short term Out of School Suspensions between 1-5 days</li> <li>• Long term Out of School Suspensions between 6-10 days</li> </ul> <p><b>Level 3 Interventions</b></p> <ul style="list-style-type: none"> <li>• Interventions from all previous levels</li> <li>• Parent or guardian collaboration (Parent meeting may be required upon re-entry from a suspension)</li> <li>• IEP or SAT team meeting</li> <li>• Restorative Practices strategies, including school and community service</li> <li>• Communication with law enforcement (as needed)</li> <li>• Change of schedule</li> </ul>

Level 3 Violations	Response	Behavior Code
<b>Recording Others</b> Recording others (photographs, videotaping, sound recording, or otherwise transmitting images and/or sounds of another person or persons, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Any recording in the restrooms, locker rooms or other private spaces will be considered major offenses.	Refer to Level 3 Response Considerations and Acceptable Use Agreement (AUA)  Confiscate the device and contact parent to pick it up.	3600 Violation/School Rules
<b>Possession of Medication</b> Student possession of medication that is prescribed or non-prescribed that is on the student's person and has not been given to the nurse for proper dispensing. Student shows no evidence of distribution or intent to distribute.	Refer to Level 3 Response Considerations  Contact parents and arrange for pick up.	3600 Violation/School Rules
<b>Possession of Look alike Weapons:</b> Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close. Weapon is visible or known, but is not used in a threatening manner.	Refer to Level 3 Response Considerations  Item(s) may be confiscated and returned to the parent. More consequences may be issued based on the situation.	3600 Violation/School Rules
<b>Assault, No Injury</b> Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent personal injury. An assault is violence by one party in which the other	Refer to Level 3 Response Considerations  Notification of law enforcement	1300 Battery





individual does not initiate contact or retaliation and that is unprovoked.		
<b>Bullying/Harassment</b> Any ongoing and continued behaviors that have been outlined and addressed through a conflict resolution model where hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student or staff member through the act of intimidating, frightening, oppressing, or adversely controlling the student or staff member, and that is disruptive of the educational process or any ongoing pattern of physical, verbal, written, graphic, demonstrative or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, bumping, tripping, and damaging clothing.	Refer to Level 3 Response Considerations	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual  <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i>
<b>Damage to Property</b> Willfully or recklessly causing or attempting to cause damage to student, teacher or school property.	Refer to Level 3 Response Considerations	3500 Vandalism
<b>Disruption in the ISS room</b> Student who is currently placed in the ISS room and continues to display disrespectful, disruptive or non-compliant behavior.	Refer to Level 3 Response Considerations	1500 Disorderly Conduct
<b>Possession of Alcohol, or Prescription Drugs without use</b> Bringing prescription drugs to school that do not belong to the student, but without taking them or making any known effort to distribute. This also includes finding alcohol or drugs in a student vehicle that were not brought into the school building, were not used or distributed and were found while administration was conducting an unrelated search.	Minimum of OSS	1000 - Alcohol 1600 - Drugs
<b>Exposure to Bodily or Dangerous Fluids</b> Intentional spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member thereby jeopardizing their safety, or exposing others to dangerous substances including pepper spray or other chemicals.	Refer to Level 3 Response Considerations Notification of law enforcement Minimum of long-term suspension	3600 Violation/School Rule





<b>False Alarm/Tampering with Safety and Security Systems</b> Tampering with school entrances/exits or emergency warning systems that creates a false alarm signal and triggers an emergency response or causes damage or the intent to cause damage to cameras, fire alarms, locks, door sensors or other safety and security systems within the school.	Refer to Level 3 Response Considerations  Notification of law enforcement	3500 Vandalism
<b>False Allegations Against Staff</b> Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.	Refer to Level 3 Response Considerations	3200 Threat/Intimidation
<b>Fighting that Causes Substantial Harm:</b> Physical attack of one student on another that is not mutual and results in substantial physical harm of one student to another. Planned attack or one which was orchestrated by the student. And/or fighting that involves a large number of students.	Refer to Level 3 Response Considerations  Notification of law enforcement  Minimum of long-term suspension	1700 Fighting
<b>Repeated Fighting:</b> Student who engages in multiple physical or aggressive attacks with the same or different students.	Refer to Level 3 Response Considerations Notification of law enforcement  Minimum of long-term suspension	1700 Fighting
<b>Harassment</b> Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive school environment. Repeated or of an egregious nature.	Refer to Level 3 Response Considerations  Notification of law enforcement	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual
<b>Possession of Obscene or Pornographic Literature, Materials, or Electronic Images</b> The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs that causes a substantial disruption to the learning environment and/or were captured at school or were dispersed to other students in the school environment.	Refer to Level 3 Response Considerations and Acceptable Use Agreement (AUA) Notification of Law Enforcement Item(s) will be confiscated and returned to the parent.	2400 Obscene Behavior
<b>Possession of Look alike Weapons</b> Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close. Weapon is used in a threatening manner or used to provoke or intimidate others or in a manner that causes concern of others.	Refer to Level 3 Response Considerations  Item(s) will be confiscated and returned to the parent. Minimum of OSS. Notification of law enforcement	3797 - Other object
<b>Profanity Directed Towards Staff</b> Students who use significant profanity that is directed at staff members.	Refer to Level 3 Response Considerations	1500 Disorderly Conduct
<b>Public Indecency</b> Behaviors described in Nebraska Statute 28-806 Behavior resulting in public indecency. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or	Refer to Level 3 Response Considerations  Notification of law enforcement	2400 Obscene Behavior  2900



buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.		
<b>Sexual Assault</b> Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320 or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9).	Refer to Level 3 Response Considerations  Notification of law enforcement  Contact Director	2800 Sexual Battery
<b>Sexual Contact</b> The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.	Refer to Level 3 Response Considerations  Notification of law enforcement  Contact Director	2800 Sexual Battery
<b>Sexual Harassment</b> Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.	Refer to Level 3 Response Considerations  Notification of law enforcement  Contact Director	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual
<b>Threat—Level 3:</b> Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.	Refer to Level 3 Response Considerations  Notification of law enforcement	3200 Threat/Intimidation
<b>Threatening With An Object:</b> Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close. No injury or contact between individuals is made, and threats are verbal or written in nature.	Refer to Level 3 Response Considerations  Notification of law enforcement	3740 Other object used as a weapon
<b>Theft:</b> Stealing, attempting to steal property, being in possession of stolen property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. This also includes thefts from KHS food service outlets. Neb. Rev. Stat. §79-267(2).	Refer to Level 3 Response Considerations  Notification of law enforcement	3100 Theft
<b>Threats or Intimidation</b> Use of violence, force, coercion, threat, and intimidation or similar conduct in a manner that constitutes substantial interference with	Refer to Level 3 Response Considerations	3200 Threat/Intimidation



school purposes.	Notification of law enforcement	
<b>Under the Influence of a Controlled Substance:</b> Coming to school or a school activity under the influence of a controlled substance, recreational drug or alcohol.	Refer to Level 3 Response Considerations  Notification of law enforcement	1000 - Alcohol 1600 - Drugs
<b>Unlawful Activity:</b> Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this CODE which creates potential danger in the school environment or interference with school purposes.	Refer to Level 3 Response Considerations  Notification of law enforcement	3600 Violation/School Rule
<b>Verbal or Written Abuse of Staff, Threatening:</b> Abusive communication directed at staff which includes words or actions that threaten the individual's safety and security.	Refer to Level 3 Response Considerations  Notification of law enforcement	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual
<b>Assault on School Personnel</b> Violence, aggression or physical contact with or directed at school personnel which causes physical harm or creates an unsafe environment in which they feel significantly threatened due to mannerisms, actions, or the physical presence of the student. Examples include but are not limited to throwing items, punching, posturing, blocking an entrance or exit, swinging at a staff and not making contact, etc.	Refer to Level 3 Response Considerations  Notification of law enforcement	1300 Battery
<b>Weapon (other than firearm and not being used)</b> Possessing any object or material that is ordinarily and/or generally considered to be a weapon that could be used to injure a person. The weapon is not being held or used by the student and is not threatening but is in the student's possession. This could include but is not limited to having a pocket knife in their bookbag.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	3723 - Knife 3721 - Knife 3797 - Explosive Device

<b>Level 4</b>	Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the long term removal of a student from the school environment due to the severity of the behavior. Such violations may result in long term suspension up to expulsion from school
<p>Who: These situations will be referred immediately to a member of the Administrative Team and handled swiftly and in collaboration with the entire team and District Office personnel.</p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.</p>	<p><b>Level 4 Responses</b></p> <ul style="list-style-type: none"> <li>• Long-Term Suspension, Reassignment, or Expulsion</li> </ul> <p>Long-term suspension may be applied when it is feasible to reintegrate the student back into the school environment. Changes in schedules or placements may be applied when chronic misbehaviors are present and school staff have documented efforts to intervene and support acceptable behavior. Expulsion may be applied when the student's presence at school is deemed too dangerous or disruptive for staff to maintain a safe and positive climate.</p> <p><b>Level 4 Reentry Interventions</b></p> <p>Upon return to a traditional school setting after a reassignment or expulsion, the school staff will establish a plan of support for the student's ongoing success at school that may include the following:</p> <ul style="list-style-type: none"> <li>• Interventions from all previous levels</li> </ul>



- School reentry plan
- Alternative educational placement/setting
- Communication with law enforcement, probation or other agencies

Level 4 Violations	Responses	Behavior Code
<b>Arson</b> Intentionally setting or attempting to set a fire on or in school property.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	1100 Arson
<b>Assault with Injury (Intentional)</b> Assault of another person where the student has knowingly and intentionally used force to cause personal injury.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	1300 Battery
<b>Possession of Drugs, alcohol, prescription medication or other illegal substances:</b> Possession of prescribed medications is prohibited. Students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	1000 - Alcohol 1600 - Drugs
<b>Firearm</b> Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 (see firearm definition in Glossary section) as well as unintentionally possessing weapon in student vehicles. This does not include lookalike items.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	3713 - Firearm
<b>Threatening With An Object:</b> Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	3740 - Other object used as a weapon
<b>Under the Influence of a Controlled Substance:</b> Coming to school or a school activity under the influence of a controlled substance, recreational drug, prescription drug unders misuse or alcohol.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	1000 - Alcohol 1600 - Drugs
<b>Selling, Distributing, Intent to Distribute, or Attempting to Distribute Drugs, Alcoholic Beverages, or a Controlled/ Imitation Controlled Substance:</b> Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol, or of any prescribed medication. OR Receiving any of the above mentioned substances from another	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	1000 - Alcohol 1600 - Drugs



student at school.		
<b>Sexual Assault</b> Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 and 28-320	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	2800 Sexual Battery
<b>School Threat (verbal or written)</b> Causing a substantial disruption to the school environment and/or placing students at risk by a threat of violence at school or towards the school in general or specific students and groups of people that threaten the safety of the building. This could including making a false report, or activating an alarm, bomb threats, threats to bring weapons, threats to shoot others, death threats, kill lists and other such threats.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	2700 School Threat
<b>Weapon (other than firearm)</b> Possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including, but not limited to, guns, firearms, knives, throwing stars, brass knuckles, chemical substances (including but not limited to mace, pepper guns, and bleach) and any other object that could be used to injure a person.	Refer to Level 4 Response Considerations  Notification of law enforcement  Contact Director	3723 - Knife 3721 - Knife 3797 - Explosive Device
<b>Repeat Rule Violations</b>	Refer to Level 4 Response Considerations  Contact Director	3600 Violation/School Rule

### Principal Discretion Statement

Based upon a variety of factors, situations and circumstances, the administration reserves the right to make decisions outside of the parameters of these guidelines and use their best judgment on situations that overlap or cross over various categories. In these instances, decisions will be made in conjunction with other school administrators, personnel with expertise in student behavior, or district-level administration.



# 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: \_\_\_\_\_

Student Name(s)

Grade

_____	_____
_____	_____
_____	_____

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: \_\_\_\_\_





## **RECEIPT OF ACKNOWLEDGMENT PARENT-STUDENT HANDBOOK OF HEMINGFORD PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the Parent-Student Handbook of Hemingford Public Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules as well as all policies regarding the proper use of technology. The undersigned, as a student, agrees to follow such conduct, discipline, and technology 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 respond 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 August 25, 2023.

