

# Hitchcock County Schools

Home of the Falcons



## STUDENT - PARENT HANDBOOK

2022-2023

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And Hitchcock County Schools Administration  
Board Approved on: May 9, 2022

**2022-2023**  
**HITCHCOCK COUNTY SCHOOLS**  
**STUDENT - PARENT HANDBOOK**  
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**Colored copies of the above forms need to be filled out completely and returned to the office the first week of school. Thank You!**

**SCHOOL ADDRESS AND PHONE NUMBERS**

Elementary-Culbertson  
 PO Box 128  
 Culbertson, NE 69024-0128  
 (308) 278-2131

Junior High and High School  
 PO Box 368  
 Trenton, NE 69044-0368  
 (308) 334-5575 or 5281  
 (888) 678-4770

# Hitchcock County Schools Student - Parent Handbook 2022-2023 School Year

## Foreword

### Section 1 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 Hitchcock County Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

### Section 2 Members of the Board of Education:

Hitchcock County School Board	
Craig Scott, President	308.334.5809
Ted Rippen, Vice President	308.278.2145
Casha O’Byrne, Secretary	308.340.1179
Aaron Kolbet, Treasurer	308.278.2692
Brian Hagan	308.737.5778
Larry Marks	308.340.6016

### Section 3 Administrative Staff:

Name	Position
Robert Sattler	Superintendent/Secondary Principal
Mike Tines	Elementary Principal
Deb McCarter	Asst. Secondary Principal/Guidance Counselor
Randall Rath	Activities Director

**Section 4 Teaching Staff: Junior High and High School**

<b>Name</b>	<b>Department</b>	<b>Building</b>
Acton, Nathaniel	Music	Junior High and High School
Farr, Joy	English, Speech, One Act	Junior High and High School
Haley, Shane	Industrial Technology	Junior High and High School
Hurt, Jill	Mathematics	Junior High and High School
Lehr, Peggy	Resource	Junior High and High School
McCarter, Deb	Guidance Counselor	Junior High and High School
Porter, Scott	JH PE	Junior High and High School
Post, Brigitta	English, Science, German	Junior High and High School
Rahrs, James	Science	Junior High and High School
Rath, Randall	PE, Health/Strength Conditioning	Junior High and High School
Rippen, Chris	Business Education/Library	Junior High and High School
Shirley, Brooke	Ag, FFA Sponsor	Junior High and High School
Thiessen, Natalie	Art	Junior High and High School
Wagner, Loren	Social Studies	Junior High and High School
Wright, Adam	Mathematics	Junior High and High School

### Teaching Staff: Elementary

Name	Department	Building
Acton, Nathaniel	Music	Elementary
Baker, Pat	4 <sup>th</sup> Grade	Elementary
Benson, Brandi	3rd Grade	Elementary
Bohochik, Diane	6th Grade	Elementary
Caddick, Lacy	Preschool	Elementary
Faimon, Lisa	1 <sup>st</sup> Grade	Elementary
Haddix, Kathy	Title 1, Reading	Elementary
McCarter, Deb	Guidance Counselor	Elementary
Molcyk, Dawnae	2 <sup>nd</sup> Grade	Elementary
Pearson, Emily	Kindergarten	Elementary
Porter, Scott	P.E.	Elementary
Rundel, Zita	Resource	Elementary
Ruppert, Kacie	Kindergarten	Elementary
Smith, Lori	5 <sup>th</sup> Grade	Elementary
Thiessen, Natalie	Art	Elementary
Upton, Cathy	2 <sup>nd</sup> Grade	Elementary

### ESU Staff: Junior/Senior High School and Elementary

Crocker, Courtney Walker, Kelcey	Speech Pathology	Jr/Sr High School, Elementary
Hanson, John	Special Education	Jr/Sr High School, Elementary
Kunnemann, Carol	Transition	Junior High and High School
Englott, Angie	Psychologist	Jr/Sr High School, Elementary
Strand, Amy	Physical Therapy	Jr/Sr High School, Elementary



**Section 5 Support Staff:**

<b>Name</b>	<b>Building</b>	<b>Position</b>
Avery, Terri	Junior High and High School	Asst. Cook
Baker, Jennifer	Elementary	Teacher Aide
Baker, Sabrina	Junior High and High School	Teacher Aide
Cuellar, Mary	Junior High and High School	Secretary
Ebert, Becky	Elementary	Asst. Cook
Ferneau, Melody	Elementary	Secretary
Fyn, Peggy	Junior High and High School	Bookkeeper
Hagan, Mary	Elementary	Teacher Aide
Hrnchir, Charlee	Junior High and High School	Teacher Aide
Hubl, Amber	Elementary	Teacher Aide
Johnson, Savannah	Elementary	Teacher Aide
King, Mandy	Elementary	Teacher Aide
Kollmorgen, LeeAnn	Elementary, Jr/Sr High School	Nurse
Lewis, Tom	Junior High and High School	Maintenance
Maaske, Natalie	Elementary	Head Cook
McLain, Kara	Elementary	Teacher Aide
McKinley, Jessica	Junior High and High School	Teacher Aide
Oberg, Tara	Junior High and High School	Teacher Aide
Rick, Cindy	Elementary	Library Aide
Schmitz, Craig	Elementary	Custodian
Sowell, Kaylee	Elementary	Custodian
Sydow, Barb	Junior High and High School	Teacher Aide
Teeter, Jessica	Junior High and High School	Head Cook
Unruh, Sharla	Junior High and High School	Teacher Aide
Wimer, Dave	Elementary, Jr/Sr High School	Grounds Maint., Transportation
<b>Bus Route Drivers</b>		
Cook, Richard	Cooper, Monte	Dailey, Melissa
Lewis, Pat Ed	Lewis, Tom	Merrill, Wayne
O'Byrne, Dan	Wimer, Dave	

## Section 6 School Calendar for 2022-2023

### August

- 8-9 Staff Development
- 10 Teacher Workday
- 11 Students Report – Early dismissal: Elementary 1:10; Jr/Sr 1:30
- 15 1<sup>st</sup> Day of Preschool

### September

- 5 NO SCHOOL – Labor Day

### October

- 7 NO SCHOOL - Parent-Teacher Conferences 10am to 5pm
- 14 End of 1<sup>st</sup> Quarter
- 21 NO SCHOOL – Fall Break

### November

- 23-25 NO SCHOOL – Thanksgiving Break

### December

- 16 Last Day 2<sup>nd</sup> Quarter  
End of 1<sup>st</sup> Semester  
Early Dismissal: Elementary 12:25; Jr/Sr 12:45
- 19 Teacher Workday
- 19-30 NO SCHOOL – Christmas Break

### January

- 2 NO SCHOOL - Staff Development Day
- 3 School Resumes

### February

- 9 Early Dismissal: Elem. 11:40; Jr/Sr High 12:00  
Parent-Teacher Conferences 1:00pm - 8:00pm
- 10 NO SCHOOL

### March

- 3 End of 3<sup>rd</sup> Quarter
- 6-10 NO SCHOOL – Spring Break

### April

- 7-10 NO SCHOOL – Easter Break

### May

- 13 Graduation 10:00 am
- 17 End of 4<sup>th</sup> Quarter/Last Day for Students  
Early Dismissal: Elem 11:00; Jr/Sr 11:30  
NO MEALS SERVED
- 18-19 Teacher Workdays and Staff Development

*Elementary Schools: 8:00 a.m. to 3:20 p.m.*

*Junior & Senior High School: 8:00 a.m. to 3:44 p.m.*

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

The Mission of Hitchcock County Schools is to produce creative, adaptable, productive citizens committed to life-long learning.

### **Section 2 Goals and Objectives**

The goals and objective of the Hitchcock County Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and their needs exists;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.
10. On-going evaluation of goals and objectives.

### **Section 3 Mutual Respect**

The Hitchcock County Schools expects every staff member and student to be treated with respect and dignity.

### **Section 4 Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Hitchcock County Schools it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

## **Section 5 Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.  
Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## **Section 6 Complaints Concerning Instructional Materials/Media Materials and Library Books**

It is recognized that opinions differ concerning appropriateness of instructional materials/Media Materials and Library Books. Occasionally an individual or group may find materials used in the schools in conflict with their views.

The administration has established procedures for handling any such complaints when they are received

### Instructional Materials

The following procedures have been established to provide a system for receiving, considering and acting upon written complaints regarding instructional materials used by the school district.

- A. All complaints must be presented in writing to the building principal and will include the name of the author, title, the publisher, and the objections by pages and items; or in the case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.
- B. When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The principal will then notify the superintendent and the teachers involved. The superintendent will determine whether the complaint should be considered an individual request or if the building or district level review committee should be activated to reevaluate the material.
- C. An individual student may be excused from using challenged materials after the parent or guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit.

D. The building level review committee shall be under the direction of the superintendent and composed of the building principal and four or more members selected by the superintendent from school or district personnel directly concerned.

E. The district level review committee shall be under the direction of the superintendent and composed of five or more members selected by the superintendent from the administrative and instructional areas directly concerned.

F. The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the appropriate review committee but individuals may be excused from using challenged materials.

G. In the deliberations of challenged materials, the review committee shall consider the educational philosophy of the school district, the professional opinions of other teachers of the same subject and of other competent authorities, review of materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant.

H. The findings of the building review committee and/or district review committee shall be a matter of written record and transmitted to the superintendent who will determine how interested parties shall be notified.

#### Library books/Media Materials

The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding library books/media materials used by the school district.

1. All complaints with regard to library books that are in the media centers should be submitted in writing on the adopted form (Citizen's Request for Reconsideration of a Book) to the building principal.
2. When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The principal will then notify the superintendent and the teachers involved within five (5) working days. The superintendent will determine if a building or district level review committee should be activated to reevaluate the material. (A district level review would become necessary if the materials are in more than one building. A building level review would be necessary if the materials are only in one building.)
3. The building level review committee shall be under the direction of the superintendent and composed of the building principal and four or more members, the majority of such a committee to be composed of citizens and also to include school or district personnel directly concerned. Students may also be included on the committee in an advisory capacity.
4. The district level review committee shall be under the direction of the superintendent and composed of five or more members selected by the superintendent from among citizens, administrative and instructional staff directly concerned, the majority of such a committee to be composed of citizens. This committee may also include students in an advisory capacity.
5. In the deliberations with regard to challenged books, the review committee shall consider the educational philosophy of the school district, the professional opinions of other teachers and of other competent authorities, review of the materials by reputable bodies, and the objections of the complainant.

6. Along with the written complaint, the complainant does have the opportunity to express the complaint orally before the review committee. The complainant should inform the superintendent or principal of his or her request at the time the complaint is filed. A time limit of fifteen (15) minutes shall be allowed for the discussion of the book in question by the complainant(s).
7. Each review committee member shall submit in writing on the adopted form, a Book Review Committee Worksheet to the chairperson of the review committee.
8. The findings of the building review committee and/or district review committee shall be a matter of written record and transmitted to the superintendent who will determine how interested parties shall be notified.
9. Appeals from this decision may be made through the superintendent to the Board of Education for a final decision.
10. Once a book has been reviewed and a final decision has been made concerning that book, a complaint cannot be filed against the same book for six (6) months following the date of the first decision.

Forms for filing complaints on materials are available in the administration office.

## **Article 2 - School Day**

### **Section 1      Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Parents and students will be notified through the school all call phone system when school is cancelled. Parents need to have their phone number listed with the school at enrollment in order to receive the call or text message when school is cancelled.

Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations, and the school emergency phone system. It is important that your emergency information is up to date. Radio stations are KRVN, KICX, KIOD, KFNF and television stations are Channel 6 & 8.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning. In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instance closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In this case as much advance notice as possible will be given to parents. If school is closed during the day notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Every effort will be made to provide accurate and timely information through the media.

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

## **Section 2 Open-Closed Campus**

All students are required to remain on campus during the school day. Students needing to leave the building during school hours or wishing to be excused from classes or study hall must first secure permission from the Principal, and sign a check out sheet in the Secretary's office. Any student driving a car to school must not drive or be in the car during school hours, including noon, except as authorized by the administration. The administration has the authority to keep the car keys of a violating student and use a check in, check out key file for violating students.

## **Section 3 PBIS Cafeteria Expectations**

The school staff will escort students to the lunchroom. Each student will receive a tray and proceed through the line in an orderly fashion. Students will be under the supervision of the lunch room staff and teachers.

1. Use hand sanitizer.
2. Keep all food to self.
3. Sit properly. Sit where assigned. Use good manners at all times.
4. Use utensils properly.
5. High School breakfast starts at 7:30 a.m.
6. Wait in line. Respect others. Wait quietly to be dismissed.
7. Offer your help.
8. Clean up after yourself. Return all trays and eating utensils to the dishwashing area.
9. Keep food/drinks in the cafeteria. **Pop is not allowed in the lunch room.**
10. Use quiet voices.

## **Section 4 PBIS Bus Expectations**

Every student residing outside the city limits of Culbertson and Trenton shall be provided the opportunity for bus transportation. Bus routes will be established prior to the opening of school, but may be changed anytime it is deemed practical, with permission of the school Superintendent. Busses will go into every yard, if there is a suitable turn-around available, weather permitting. Busses will not travel over roads where the risk of getting stalled is great. The decision as to the condition of the road will be left to the judgment of each driver.

Students riding the school bus are expected to follow the following rules:

1. Wait behind the yellow line.
2. Stay in your seats. Follow directions and safety procedures.
3. Railroad rules.
4. Keep hands and feet to yourself. Treat others and property with respect.
5. Keep aisles clear. Clean up after yourself.
6. Keep items in book bag.
7. Use inside voice. Talk nicely. Listen to the driver's instructions.

8. Observe bus departure times.
9. Parents must contact the **office prior to 2:45 pm with after-school transportation changes for the day.**
10. Animals cannot be transported on the school bus. Any animals brought to school must be transported by the parent.
11. A signed note from the parent must be received in the **office** for a change in bus assignment.
12. If guests are to ride with a regular bus student, arrangements must be made with the **office** prior to that day.
13. When entering the school in the morning all students (K-6) will report to the cafeteria and be seated at their appropriate area. At the High School cafeteria attendance will be taken at 7:45 before loading the bus.

**The following procedures will be used in dealing with misbehavior on the school bus:**

1. For major offenses a referral form will be filled out by the driver, the parent will be contacted, and a copy of the report may be sent to the parent.
2. On the second offense, the student will meet with the principal and a referral form will be sent home. This may result in a suspension of up to five (5) days of bus riding privileges. Parents will be contacted and in case of suspension will assume responsibility for transporting the student to and from school.
3. On the third offense the student may be suspended for ten (10) days of bus riding privileges. A referral form will be completed and parents will be contacted, and in case of a suspension will assume responsibility for transporting the student to and from school.

**Section 5 PBIS Playground Expectations**

1. Touch football only.
2. Use equipment properly.
3. Snow, rocks, sticks, and rubber hoses stay on the ground.
4. Throw and kick balls in designated areas.
5. Keep hands, feet, and objects to yourself.
6. Stay in designated area (icy areas, concrete hill and behind the building are off limits).
7. Offer your kindness.
8. Follow direction of all school staff.
9. Bikes should be left in the bike rack.
10. Only toys and playground equipment provided by the school will be allowed.
11. You must get permission before entering the school.
12. Be a good sport, use good/appropriate language. Follow game rules.
13. When the bell rings students will immediately walk to their line.



# PBIS Matrix for Hitchcock County Elementary

Falcons Falcon's SOAR	"S" Safety First	"O" Offer Yourself	"A" Accept Responsibility	"R" Respect Yourself and Others
Restrooms	<ul style="list-style-type: none"> <li>*Keep water in the sink</li> <li>*Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>*Offer your help</li> </ul>	<ul style="list-style-type: none"> <li>*Flush</li> <li>*Return promptly to room</li> <li>*Put your towels in trashcan</li> </ul>	<ul style="list-style-type: none"> <li>*Knock on stall door</li> <li>*Use quiet voices</li> <li>*Give people privacy</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>*Keep all food to self</li> <li>*Sit properly</li> <li>*Use utensils properly</li> </ul>	<ul style="list-style-type: none"> <li>*Offer your help</li> </ul>	<ul style="list-style-type: none"> <li>*Use good manners at all times</li> <li>*Clean up after yourself</li> <li>*Take only what you'll eat at salad bar</li> <li>*Return all trays and eating utensils to the dishwashing area</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others</li> <li>*Use quiet voices</li> <li>*Sit where assigned</li> <li>*Wait quietly to be dismissed</li> </ul>
Commons Area	<ul style="list-style-type: none"> <li>*Formal Line and stay to the right</li> <li>*Keep hands, feet, and objects to themselves</li> <li>*Use things properly</li> <li>*Ask for help when needed</li> <li>*Shoes worn at all times</li> </ul>	<ul style="list-style-type: none"> <li>*Lend a helping hand</li> <li>*Offer a greeting</li> <li>*Offer your patience</li> <li>*Include students who are left out</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions of all school staff</li> <li>*Disagree appropriately</li> <li>*Accept consequences</li> <li>*Be honest</li> <li>*Clean up after self</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words and actions</li> <li>*Remember the golden rule Treat others as you want to be treated</li> <li>*Eye contact</li> <li>*Respect property of school &amp; others</li> </ul>
Bus	<ul style="list-style-type: none"> <li>*Stay in your assigned seats with bus buddies</li> <li>*Quiet at the railroad tracks</li> <li>*Keep hands and feet to yourself</li> <li>*Keep aisles clear</li> <li>*Keep items in book bag</li> </ul>			<ul style="list-style-type: none"> <li>*Inside voice</li> <li>*Talk nicely</li> </ul>
Office				<ul style="list-style-type: none"> <li>*Stand behind the counter</li> <li>*Wait your turn and wait to be acknowledge</li> <li>*Inside Voices</li> <li>*Magic words</li> </ul>
Arrival & Dismissal	<ul style="list-style-type: none"> <li>*Walk your bike or scooter on and off school property</li> <li>*Bikes should be left in the bike rack</li> <li>*Use the sidewalks and crosswalks</li> <li>*Wait for designated ride</li> </ul>	<ul style="list-style-type: none"> <li>*Offer assistance</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive and leave on time</li> <li>*Make arrangements before school for after school activities</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words</li> <li>*Keep hands and objects to themselves</li> <li>*Respect property of school and others</li> </ul>
Library and Computer Lab	<ul style="list-style-type: none"> <li>*Use chairs appropriately</li> <li>*Use hand sanitizer when entering the lab</li> </ul>		<ul style="list-style-type: none"> <li>*All materials must be checked out</li> <li>*Return material in a timely manner</li> <li>*Use Internet appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Be honest</li> <li>*Respect library and computer property</li> </ul>
Special Events	<ul style="list-style-type: none"> <li>*Sit and stand as directed</li> <li>*Sit properly</li> </ul>	<ul style="list-style-type: none"> <li>*Offer your help</li> <li>*Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Focus on presentation</li> <li>*Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>*Show good sportsmanship</li> <li>*Be an appreciative audience</li> </ul>
Playground	<ul style="list-style-type: none"> <li>*Touch football only</li> <li>*Use equipment properly</li> <li>*Snow, rocks, and sticks stay on the ground</li> <li>*Throw and kick balls in designated areas</li> <li>*Keep hands, feet, and objects to yourself</li> <li>*Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>*Offer your kindness</li> </ul>	<ul style="list-style-type: none"> <li>*Follow direction of all school staff</li> <li>*Only toys and playground equipment provided by the school will be allowed</li> <li>*You must get permission before entering the school</li> </ul>	<ul style="list-style-type: none"> <li>*Be a good sport</li> <li>*Use good/ appropriate language</li> <li>*Follow game rules</li> <li>*When the whistle blows students will immediately walk to their line</li> </ul>

# PBIS Matrix for Hitchcock County Jr/Sr High

	"B" Safe	"B" On Time & Prepared	"B" Responsible	"B" Respectful
Falcon's B4 Classroom	<ul style="list-style-type: none"> <li>*Watch out for yourself and others</li> <li>*Keep aisles clear</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Bring needed materials to class</li> </ul>	<ul style="list-style-type: none"> <li>*Be accountable</li> <li>*Turn all work in completed and on time</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others and property with respect</li> <li>*Place cell phones in basket.</li> </ul>
Parking Lot	<ul style="list-style-type: none"> <li>*Drive slowly</li> <li>*Park straight</li> <li>*Watch for pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>*Park by 7:50 a.m. on normal school days</li> <li>*Bring all materials in with you</li> </ul>	<ul style="list-style-type: none"> <li>*Park on lawful side of street</li> <li>*Obtain permission to go to vehicles during school hours</li> <li>*Park in designated areas.</li> <li>*Students exit parking lot on D street.</li> </ul>	<ul style="list-style-type: none"> <li>*Access authorized vehicles only</li> <li>*Use only one parking space</li> <li>*Use handicap parking with a valid permit</li> </ul>
Locker Rooms & Restrooms	<ul style="list-style-type: none"> <li>*Keep water in sink/shower area</li> <li>*Wash hands</li> <li>*Keep hands and items to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your assigned area or classroom</li> <li>*Take your hallway pass</li> </ul>	<ul style="list-style-type: none"> <li>*Flush</li> <li>*Pick up after yourself and others</li> <li>*Use lockers for athletic gear only</li> </ul>	<ul style="list-style-type: none"> <li>*Knock on stall door</li> <li>*Use quiet voices</li> <li>*Give people privacy</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>*Use hand sanitizer</li> <li>*Keep all food to yourself</li> <li>*Sit properly</li> <li>*Use utensils properly</li> <li>*Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*High school breakfast starts at 7:30 a.m.</li> <li>*Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>*Clear utensils correctly</li> <li>*Stack plates properly</li> <li>*Keep food/drinks in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voices and words</li> <li>*Offer your help</li> <li>*Throw away trash</li> <li>*Remain quiet during morning elementary attendance</li> <li>*Follow adult directions the first time they are given</li> <li>*Use inside voices</li> </ul>
Common Area (Gym Lobby, Cafeteria, and Office)	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself</li> <li>*Use appropriate pace to get to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Observe the bells to go to class on time</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up anything you drop or spill</li> <li>*Use appropriate voice and language</li> <li>*Shut locker door quietly.</li> <li>*Keep clean/academic supplies only</li> <li>*Leave it better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others and property with respect</li> <li>*Use an appropriate greeting/passing</li> </ul>
Hallway/Lockers	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself</li> <li>*Use appropriate pace to get to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly from your locker to class</li> <li>*Have a classroom or office pass</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up anything you drop or spill</li> <li>*Use appropriate voice and language</li> <li>*Shut locker door quietly.</li> <li>*Keep clean/academic supplies only</li> <li>*Leave it better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others and property with respect</li> <li>*Use an appropriate greeting/passing</li> </ul>
Bus Zones & Buses	<ul style="list-style-type: none"> <li>*Wait behind the line</li> <li>*Stay in your seats</li> <li>*Follow directions and safety procedures</li> <li>*Obey bus stop signs</li> <li>*Exit the school on D Street</li> <li>*Obtain permission to use equipment</li> <li>*Pick up trash off the floor</li> </ul>	<ul style="list-style-type: none"> <li>*Observe bus departure/arrival times</li> <li>*Notify bus driver/office when changes in transportation plans occur.</li> </ul>	<ul style="list-style-type: none"> <li>*Students must have a pass</li> <li>*Return borrowed equipment</li> <li>*Turn in make-up or tardy slips when completed</li> <li>*Bring all materials with you</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to driver's instructions</li> <li>*Treat others and property with respect</li> <li>*Quiet at all railroad tracks.</li> </ul>
Office	<ul style="list-style-type: none"> <li>*Obtain permission to use equipment</li> <li>*Pick up trash off the floor</li> </ul>	<ul style="list-style-type: none"> <li>*Observe the bells</li> <li>*Get a make-up/tardy slip when returning from an absence</li> <li>*Sign in and out of the office when leaving and returning.</li> <li>*Proceed to class at first bell</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language (including "please" and "thank you")</li> <li>*Wait to be acknowledged</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language (including "please" and "thank you")</li> <li>*Wait to be acknowledged</li> </ul>
Arrival & Dismissal	<ul style="list-style-type: none"> <li>*Wait in designated areas before and after class</li> <li>*Watch for others</li> </ul>	<ul style="list-style-type: none"> <li>*Return to class on time</li> <li>*Honor bells</li> <li>*Wait for sponsor to use the gym</li> <li>*Leave quietly</li> <li>*Return promptly to classroom after dismissal</li> </ul>	<ul style="list-style-type: none"> <li>*Bring all materials with you</li> <li>*Use proper audience manners</li> <li>*Focus on entire presentation</li> <li>*Sit with class in designated.</li> <li>*Pick up your designated area at home and away games.</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others and property with respect</li> <li>*Use inside voices</li> <li>*Be respectful of other people's property and facilities</li> <li>*Use proper footwear</li> </ul>
Noon & Gym	<ul style="list-style-type: none"> <li>*Put equipment away in proper location</li> </ul>	<ul style="list-style-type: none"> <li>*Return to class on time</li> <li>*Honor bells</li> <li>*Wait for sponsor to use the gym</li> <li>*Leave quietly</li> <li>*Return promptly to classroom after dismissal</li> </ul>	<ul style="list-style-type: none"> <li>*Leave it better than you found it</li> <li>*Remain in assigned areas at noon</li> <li>*Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voices</li> <li>*Be respectful of other people's property and facilities</li> <li>*Use proper footwear</li> </ul>
Sporting Events/Assemblies	<ul style="list-style-type: none"> <li>*Enter and exit in an orderly fashion</li> <li>*Wait for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>*Use proper audience manners</li> <li>*Focus on entire presentation</li> <li>*Sit with class in designated.</li> <li>*Pick up your designated area at home and away games.</li> </ul>	<ul style="list-style-type: none"> <li>*Use proper audience manners</li> <li>*Focus on entire presentation</li> <li>*Sit with class in designated.</li> <li>*Pick up your designated area at home and away games.</li> </ul>	<ul style="list-style-type: none"> <li>*Display good sportsmanship</li> <li>*Listen attentively</li> <li>*Remove hats during school activities</li> <li>*Turn off cell phones</li> <li>*Remove hats for the Flag or National Anthem</li> <li>*Be respectful of performers and stay for entire performance</li> <li>*Turn off cell phones</li> </ul>
Electronic Devices	<ul style="list-style-type: none"> <li>*Place cell phones and other technology in the specified area.</li> </ul>	<ul style="list-style-type: none"> <li>*Use cell phones only with permission from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>*Use the office phone to call parents.</li> </ul>	<ul style="list-style-type: none"> <li>*Be respectful of performers and stay for entire performance</li> <li>*Turn off cell phones</li> </ul>

## **Section 8 PBIS Early Childhood**

The Hitchcock County Early Child Care program uses a positive and proactive approach to helping all children develop social and emotional skills. We are implementing the Pyramid Model to ensure that all teachers and staff use effective teaching practices that promote the social and emotional competence of all children, provide more individualized interventions to children, and include family input to ensure that interventions are appropriate.

We have established the following program-wide expectations for all children and adults. **Be Safe-Be Kind-Be Respectful.** All staff members teach all children about these expectations and link classroom rules to these core values.

**Early Childhood PBIS** also includes a **Crisis Plan** which helps to manage children when they have challenging behavior and are a danger to themselves and others.

**\*\*Please refer to the Early Childhood PBIS tab on the School Website for detailed explanations of this whole program.**

## **Article 3 - Use of Building and Grounds**

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

Beginning of School: High School students may enter the building at 7:00 a.m. During fair weather conditions the first bell will ring at 8:00 a.m. for grades K-6. During bad weather the entrance will be open by 7:00 a.m. for students to enter the building. Students are to stay in the hall or cafeteria and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to report to the school office. Students who are leaving for an athletic event and driving to Culbertson to be picked up by the bus must sign out in the office.

End of School: Our regular school day ends at 3:20 p.m. at the Elementary, 3:44 p.m. at the High School Monday-Thursday; and on Friday 2:20 p.m. at the Elementary and 2:45 p.m. at the High School. Make-up work, special help, assignment after school, club meetings, and other school activities begin about 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

### **Section 2 Visitors**

All visitors during school hours will be allowed in at the front entrance only and will have to provide proof of identity and company affiliation in order to sign in and receive a visitor pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the front entrance to the school. Visitations during the first week of school and the last week of school will require permission from administrators.

### **Section 3 Smoke-Free Environment**

Hitchcock County Schools declares all of our school buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke-free and tobacco-free and abide by our District's policy.

### **Section 4 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Students must pay all fines before they can receive school publications and final grades.

### **Section 5 Bookbags and or Backpacks**

Due to safety and health issues all book bags/backpacks/purses, and personal belongings must remain in assigned lockers during the school day. Only classroom materials should be taken to the classrooms.

### **Section 6 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 7 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The search may receive assistance from the Nebraska State Patrol, local law enforcement officers, and/or the police service dog. If a Police Service Dog alerts to the presence of the odor of drugs near any lockers, school administrators will bring students assigned to the lockers, which contain the contraband, to the Police Officer, who will issue enforcement activity, or make a custodial arrest if the offense constitutes a misdemeanor or felony.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school

officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.

3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession. Student cell phones are not to be used during the school day without Administrative permission.

### **Section 8 School Parking**

Hitchcock County Public Schools recognize that students who have a valid operating permit have successfully passed the driver examination and who have a driver's license have gained the privilege of driving on public streets and highways, but it is the policy of this school that those students who wish to attend must abide by the following regulations:

1. All motor vehicles must remain parked during school hours.
2. Students are not allowed to sit in their motor vehicles during the school day.
3. Motor vehicles once driven on school grounds from 8:00 a.m. until the end of the school day may not be taken off the school grounds unless special permission to move the vehicle is obtained from the principal.
4. All traffic laws of the state apply to the operation of motor vehicles on the school grounds and extreme care must be taken to prevent accidents.
5. Violators of the closed campus driving regulations will be disciplined according to the disciplinary procedure.
6. Those students who park off campus or at home and who violate the closed campus driving regulations are subject to the same punishment as those who park on campus and violate the regulations.
7. If an emergency should exist where the parents need the student to drive the vehicle during the school day, permission to drive must be obtained from the principal.
8. Motor vehicles driven to school are to be parked **ONLY** in the school parking lots north and east of the school.

### **Section 9 Student Lounge Rules and Regulations**

1. Student lounge will be available for any 9-12 students who have earned a Falcon Super Pass.
2. Students will receive their super pass by meeting the criteria set up by the PBIS Team.
3. Students will need to meet expectations in the following areas: grades, attendance, tardies, and on time assignments. The expectations will be defined and explained the first week of school to all students and staff.
4. Super Passes will be given at the first 9 weeks grading period.
5. The juice or snack machines will not be in use ½ hour before or after lunch. All juice and snacks should remain in the lounge area.
6. Faculty or staff has the right to remove a student from the lounge.

### **Section 10 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. Use of the phone is not an excuse to be tardy to class. No students will be allowed to use a cell phone on school property for personal use during school hours, 8:00 a.m. – 3:44 p.m. except during lunch period.

**Section 11 Electronic Device (i.e. cell phones, smart watches, iPods, iPads, Kindles, etc.)**

All students will be required to place their cell phones, smart watches, iPods, iPads, Kindles, etc. in the basket or holder provided by the teacher when entering all classrooms. Any of these devices may be used for academic purposes with the teacher's permission.

**Students not turning in their cell phones, smart watches, iPods, iPads, Kindles, etc. will:**

**1st Time** – Device will be taken away by staff member and turned into the office. Student will meet with the administrator to get the device back. Student will also turn the device in to the office each morning and pick it up after school for seven days.

**2<sup>nd</sup> Time** – Device will be taken away by staff member and turned in to the office and the parent contacted. Parent, student and administrator will meet and discuss the problem. The device will be returned. The student will then turn the device in to the office for the remainder of the semester.

**Section 12 Bicycles**

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

**Section 13 Student Valuables**

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

**Section 14 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. If articles are lost at school, report that loss to office personnel.

**Section 15 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic or activities event sponsored by the school must be reported immediately to the Principal.

**Section 16 Laboratory Safety Glasses**

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

**Section 17 Insurance**

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

## **Section 18     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. All posters will be removed within 48 hours after the event.

## **Section 19     Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 20     Volunteers**

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

- Volunteers must provide the district with directory information including their name, address, and telephone number.
- Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
- The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
- Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
- Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The Superintendent's decision shall be final.



## Article 4 – Attendance

### Section 1 Attendance Policy

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

### Section 2 Attendance and Absences

Seniors missing less than 8 days per semester may be allowed to check out before graduation, seniors missing 8 or more days will check out the Friday before graduation. Seniors missing the same class more than 8 periods will check out the Friday before graduation.

Any student missing 8 or more days of school in one semester may be requested to attend a hearing with the Principal. Possible failure for the semester could result. Loss of credit could result for students missing the same class 8 or more days per semester. All time over 8 periods per class will be made up, and taken into consideration for credit in the class missed.

The Principal reserves the final decision on absences regarding excused or unexcused.

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - (A) Attendance at a funeral for a member of the immediate family,
  - (B) Illness which causes a student to be absent from school,
  - (C) Doctor or dental appointment which require student to be absent from school,
  - (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
  - (E) School sponsored activities which require students to be absent from school,
  - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
  - (G) Other absences which have received prior approval from the Principal.

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

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

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. An unexcused absence may carry the additional penalty of a 0% for all work.

**An unexcused absence may carry the additional penalty of a 0% for all work.**

Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by 10:00 a.m.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences or (15) total absences shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. A letter will be sent and a phone call to the parents or guardians will be made in order to set a meeting time and date between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempts to solve the truancy problem. An attendance plan will be developed at the meeting in collaboration with the parents/guardians and the school attendance officer to address the reason or reasons for the excessive absenteeism. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, will improve attendance.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem,

supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy.

Neb. Rev. Stat. 79-209.

**Compulsory attendance; nonattendance; school district; duties; collaborative plan; considerations; referral to county attorney; notice.**

(1) In all school districts in this state, any superintendent, principal, teacher, or member of the school board who knows of any violation of subsection (2) of section 79-201 shall within three days report such violation to the attendance officer of the school, who shall immediately investigate the case. When of his or her personal knowledge or by report or complaint from any resident of the district, the attendance officer believes that there is a violation of subsection (2) of section 79-201, the attendance officer shall immediately investigate such alleged violation.

(2) All school boards shall have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located. The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstances and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance. Such services shall include, but not be limited to:

(a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

(b) One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child;

(ii) Educational counseling;

(iii) Educational evaluation;

(iv) Referral to community agencies for economic services;

(v) Family or individual counseling; and

(vi) Assisting the family in working with other community services.

(3) The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by subsection (2) of this section that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Failure by the school to document the efforts required by subsection (2) of this section is a defense to prosecution under section 79-201 and adjudication for educational neglect under subdivision (3)(a) of section 43-247 and habitual truancy under subdivision (3)(b) of section 43-

247. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

### **Section 3 Tardiness**

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Students tardy to class must obtain an admit slip from the office before being admitted to class. Two unexcused tardies will equal one-half day unexcused absence.

### **Section 4 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving and sign the checkout sheet. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available in the office for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### **Section 5 Attendance is Required to Participate in Activities**

Students must attend school half the day of any scheduled school activity in order to participate. 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 are also expected to be in school the day following an athletic contest.

### **Section 6 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of then (10) days allowed to make up the work. If requested, assignment sheets will be prepared for students who are ill. If parents and /or students request assignment sheets the school should be contacted by 10:00 am.

### **Section 7 School to Work Program**

The school to work program is designed to allow seniors who meet the requirements below to leave school early and go to work or an internship during the second semester of their senior year. Work release is a part of the school day and should be considered as such. The application to participate in the program and all needed forms and information will be obtained through the guidance counselor's office.

**Following are requirements to be in the school to work program:**

1. Students must have 240 credits earned toward graduation at the beginning of their senior year.
2. Students cannot be retaking any classes during their senior year.
3. Maintain a C grade in all classes during their senior year.
4. Follow Hitchcock County School attendance and tardy policy during their senior year.
5. Follow Hitchcock County School behavior policy. Students may not have any major office referrals during their senior year.
6. Students must be in school for a minimum of 6 class periods. (released for work after the 6th period.)
7. Students may not work with/for immediate family members.
8. Students must be employed at least 3 days a week.
9. Students must take Career Prep class and pass the 1st semester of senior year.
10. Students must have a valid driver's license.
11. If a student does not have to work they will be at school.
12. Students must follow a written signed contract between parent, school, employer and student before they start working.
13. The work release program will have a contract with all employers.
14. Employer will call the school if the student does not come to work.
15. If there is no school, the student must call and check to see if they need to come to work.
16. The program supervisor will make visits to the workplace
17. Students must submit a copy of their work schedule every week.
18. Students can be removed by the supervisor or Administration at any time.
19. If a student loses their job they will return to school full time.
20. The work program is for students who do not have extra-curricular activities immediately after school.

Students will not be allowed to return for sports practice after leaving the school for employment in the work release program.

21. Students' parents must provide insurance information for their employer.

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Hitchcock County Schools will use the letter grading system as follows:

A	93 - 100	Excellent
B	86 - 92	Good
C	78 - 85	Satisfactory
D	70 - 77	Needs Improvement
F	0 - 69	No Credit
I		Incomplete*

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

\*Incomplete work: Student has one week after the semester to complete any incomplete work. Students who fail to meet this requirement will have a grade of failure recorded in place of the incomplete. In case of extreme emergency, exceptions can be made in this rule.

The teaching staff understands the growth process in early childhood (ages 4-8). As a result, Kindergarten through 2<sup>nd</sup> grade students are assessed based on their development and their progress toward grade level standards. Students in grades 3<sup>rd</sup> through 12<sup>th</sup> are assessed against a standard of work that is expected for a given grade level.

The Hitchcock County Schools' Board has adopted the Nebraska L.E.A.R.N.S. Standards for Language Arts, Math, Science, and Social Studies. Periodic assessment of these standards will take place and be reported to parents and to the State Department of Education as required.

For Honor Roll, Transcripts and Scholarship purposes the GPA for 7-12 is the average of all grades except Aide, and Study Skills. All student aides will be graded pass/fail.

Alternate Curriculum: Only percent grades earned through regular classroom attendance will meet Honor Roll and Class Rank Criteria. Pass/Fail grades will not count on Honor Roll or Class Rank.

**Section 2 High School Yearly Course Requirements**

High School students in all grade levels are required to register in the following courses:

9th Grade	English9, Pre-Algebra or Algebra I, Physical Science, Keyboarding/Comp. App., Geography, and Speech
10th Grade	English 10, World History, Earth Science, Geometry or Applied Math I, PE, and Health
11th Grade	English 11, College Prep English, American History, Applied Math II or Algebra II, and Biology
12th Grade	English 12, College English, Government, Personal Finance. Repeat courses will be handled with Administrative Discretion.

**Section 3 Graduation Requirements**

Required Courses: High School

English	4 years	40 credits
Social Science	4 years	40 credits
Mathematics	3 years	30 credits
Science	3 years	30 credits
Comp. App.	1 year	10 credits
Speech	½ year	5 credits
Personal Finance	½ year	5 credits
P.E. & Health	1 year	10 credits
Electives		85 credits
Total		255

**The Valedictorian and Salutatorian must be a full time student enrolled for two semesters at Hitchcock County Schools during his/her senior year and meet all graduation requirements.**

**8<sup>th</sup> Grade Promotion: To be allowed to participate in promotion exercises, Junior High students must pass the majority of their classes and be recommended for promotion by the administration.**

**Section 4 Promotion, Retention**

The professional staff at Hitchcock County Schools will place students at the K-8 grade level and in the courses best suited to them academically, socially and emotionally. In High School, all pupils with less than 50 hours will be classified as Freshmen, 50-120 as Sophomores, 120-180 as Juniors and all others as Seniors.

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 his/her educational program.

Transfer Students: Hitchcock County Schools will accept grade placement and school credits of students transferring from accredited schools. The approved status of schools shall be that as determined by the Nebraska Department of Education or other appropriate State Departments of Education. Grade placement of students transferring from non-accredited schools shall not be accepted by the Hitchcock County Schools, rather grade placement shall be at the discretion of the Hitchcock County Schools. The following criteria shall be used in making this determination:

- (a) Achievement test scores
- (b) The student’s chronological age
- (c) The emotional and physical maturity of the student

The principal, guidance counselor, and those teachers affected by the placement shall be involved in making the placement decisions.

Arbitrary Conversion Scale:

Letter Grade	4.0 Scale	100 Point Scale
A+    A	4.00	95
	3.80	94
A-	3.67	93
	3.50	92
B+	3.33	91
	3.16	90
B	3.00	88
	2.80	87
B-	2.67	86
	2.50	85
C+	2.33	84
	2.17	82
C	2.0	80
	1.80	79
C-	1.67	78
	1.50	77
D+	1.33	76
	1.17	74
D	1.0	72
	.80	71
D-	.67	70
F	.00	60

**Section 5      Schedule Changes**

Students needing schedule changes will notify the counselor within five days at the beginning of a semester. Schedule changes must be initiated by the students involved. Final approval of all schedule changes will be made by the Principal or Guidance Counselor.



## **Section 6 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the principal and/or the teacher determines necessary.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for times when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## **Section 7 Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions. Percent grades are used to designate a student's progress. Incompletes shall be designated by an "INC". Students have one week after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

## **Section 8 Infinite Campus Student Grades**

Parents and Students are able to login to the student information system (SIS) Infinite Campus at anytime using the password provided at registration in order to monitor student grades and assignments. We encourage parents to check this frequently to stay informed on the progress their child is making in each subject area. If you need assistance learning how to do this please call the school and talk to the school counselor who will be happy to assist you with this process.

## **Section 9 Parent-Teacher Conferences**

Parent-teacher conferences will be held this year at the end of the 1st quarter and during the 3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 10 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence in the regular curriculum. Honor rolls will be determined for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters, and Semester. Students will be recognized accordingly:

- i) Students receiving all "A's" will be classified as students with DISTINCTION.
- ii) Students receiving 93% or above will be classified as students with HONOR.
- iii) Students receiving 86% - 92% will be classified as Honorable Mention (a student may have one grade of C to qualify). No grade below "C" will qualify a student for the honor roll.
- iv) All class grades except Student Aide and Study Skills are used for honor roll status.
- v) Honor roll lists are published in the newspaper.

Academic Honor Award will be given to each student who is on the Honor Roll for three consecutive 9 weeks or 1<sup>st</sup> semester and 3<sup>rd</sup> nine weeks.

## **Section 11 National Honor Society:**

A student eligible for membership must be a sophomore, junior or senior having at least a 90% cumulative average and have been enrolled in the school system for at least one semester. All eligible names will be considered.

Two selection dates will be used. Senior students will be considered for membership in the fall semester. Upon notification, all new senior members will be accorded the rights of membership. They will participate in the spring induction ceremony. Junior and sophomore students will be considered for membership in the spring semester. All new members for the current school year will be inducted at the spring ceremony.

Each eligible student may be given a Student Information Sheet to fill out and return by the specified date. Regardless of whether the sheet is returned, all eligible names will be voted on. The information sheets cover the following topics:

1. Leadership: List the activities and offices or positions of responsibility, which the student held in high school, that demonstrate leadership ability.
2. Service: Show active participation in community service by listing all involvements.
3. Jobs – Awards – Honors: List any of these that will show the faculty evidence of being an outstanding student worthy of consideration for membership.
4. Scholarship: Eligibility is determined by the cumulative GPA, but effort will be taken into consideration.

**Faculty Evaluation:**

The Principal will appoint a five-member faculty council each year. The Honor Society Advisor will oversee the selection procedure, but is not a voting member of the Council.

Based on criteria printed in the NHS National Handbook, each member of the committee will be asked to vote yes or no on each individual's acceptance for membership. A simple majority will rule. No one member of the team will be able to determine membership status. All four areas of scholarship, leadership, character and service will be considered. Each member of the committee will be given a copy of the student activity sheet to aid in the evaluation.

Students accepted for membership in the NHS will receive an invitation notifying them of the induction ceremony details. Any student not chosen will remain on the consideration list provided their GPA does not fall below the 90% level.

**Points to consider:**

Students may not apply for membership in the NHS. Membership is granted only to those students selected by the Faculty Council.

No student may expect membership selection. Selection is an honor, not a right. Reconsideration is a rare occurrence and is based on technical errors such as errors in grade point averages or names omitted from the eligibility list. According to the National Handbook-chapters are not obligated to share with parents and student information concerning specific students not selected for membership.

The NHS Advisor's position on the Faculty Council is to ensure that the correct procedures for selection are being followed. The advisor cannot vote on student selection.

Please remember that NHS is a school-sponsored activity with primary emphasis given to school related experiences. As professionals, the members of the Council recognize the importance of their responsibility, but the process itself requires some subjective judgment. It is recognized that not everyone will be satisfied with the results, but this does not invalidate the decisions of

the Council. The following guidelines are presented to each member of the Faculty Council to help define the areas of selection consideration.

### **Leadership:**

The students who exercise leadership:

- is resourceful in proposing new problems, applying principles and making suggestions
- demonstrates initiative in promoting school activities
- exercises influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions or responsibility, conducts business effectively and efficiently and without prodding, demonstrates reliability and dependability
- is a forerunner in the classroom, at work and in school or community activities
- is thoroughly dependable in any responsibility accepted

### **Service:**

The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude
- participate in some outside activity: Girl or Boy Scouts, Church Groups, Volunteer Services, Etc.
- volunteers dependable and well organized assistance
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- is willing to represent the class or school in inter-class and inter-scholastic competition
- does committee and staff work without complaint
- shows courtesy by assisting visitors, teachers and students

### **Character:**

The student of character:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior (cheerful, friendly, poised and stable)
- upholds principles of morality and ethics
- cooperates complying with school regulations concerning property, programs, office, halls, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others
- observes instructions and rules, punctuality and faithfulness both inside and outside the classroom
- has powers of concentration and sustained attention as shown by perseverance and applications to studies
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work
- actively helps rid the school environment of negative influence

## Article 6 - Support Services

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

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

#### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the

district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

#### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be

transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

#### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

#### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

#### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Hitchcock County Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Hitchcock County Schools Offices.

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

The Hitchcock County Schools employ 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.

Services offered but not limited to:

1.      Individual Inventory: testing, recording, summarizing and interpreting information about the students
2.      Information: Collecting, organizing, and distributing educational, occupational, and social information for students.
3.      Placement: assisting students in identifying, evaluating, and selecting educational or occupational opportunities.
4.      Counseling: coordination and interaction of the guidance services in a one to one relationship between the student and the counselor.
5.      Testing: Students are tested particularly to help determine individual learning levels, abilities, interests and to assist in placement if necessary into a special or structured learning environment. Each year the testing schedule and program is evaluated to determine reliability and effectiveness of the achievement, mental ability and aptitude of the students.

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

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100.4°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse and/or administration that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment papers so that you can be reached if your child becomes ill or injured while at school. Please also inform your school of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

#### School Health Screening

Children in Kindergarten through 12th grade, are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

#### Physical Examination

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

#### Immunizations

Immunizations against the following diseases are required for every child:

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

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

- 3 doses of DTP, DTaP, DT, or Td vaccine
- 3 doses of Polio vaccine

- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally, for 7<sup>th</sup> Grade only: 1 dose of Tdap (must contain Pertussis booster), this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

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

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine given on or after 12 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. \*Pneumococcal not required after child reaches 5 yrs of age.

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

#### Birth Certificate Requirements

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

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

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



### Guidelines for Head Lice and Nits

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

### Communicable Disease

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

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

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

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

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

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

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

## Article 7 - Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

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

#### **Education and Prevention:**

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

#### Drug and Alcohol Use and Prevention.

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

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

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

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

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

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

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, distribution or manufacture 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, distribution or manufacture 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.

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

1. The possession, use, or distribution of any controlled substance, prescription drug, or non-prescription drug, which are prohibited by law.
2. The possession, use, or distribution of alcohol, which is prohibited by law.

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

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

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, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The manufacture, 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 the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

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

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

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

**Authorized Use:**

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

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Administration immediately, or if not feasible, the Administration will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Administration, or such other personnel as authorized by the Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Activity Guidelines:**

Beginning with the first sanctioned day of fall practice any student involved in NSAA sanctioned activities, and all non-NSAA activities sponsored by the Hitchcock County School system who is found to be in violation of Article 9, Section 3, Paragraphs 8 or 9 of the Activity Code of Conduct rules shall be subject to the following disciplinary action:

1. First Violation: The student/athlete will not be allowed to participate for twenty (20) school days unless the individual confesses, in which the student/athlete will not be allowed to participate for ten (10) school days or two performances, whichever is more severe.
2. Second Violation: A second violation occurring during the same school year will mean automatic suspension from all NSAA activities for the remainder of the school year.

**Intervention:**

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

**Administration:**

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

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

NOTICE TO PARENTS: Pursuant to the provisions of Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 8 - Student Rights, Conduct, Rules and Regulations**

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

The common goal of students, parents, faculty and administration of Hitchcock County Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Hitchcock County Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE HITCHCOCK COUNTY SCHOOLS' RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

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

#### Short-Term Suspension:

Students may be excluded by the Administration or their 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 constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Hitchcock County Schools 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 connection between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours, or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

### Long-Term Suspension:

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

### Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the

discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### Other Forms of Student Discipline:

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

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

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Hitchcock County Schools, all students are expected to refrain from the following conduct.

#### **Grounds for Investigation, Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The failure to refrain from the following conduct shall constitute grounds for an investigation, short-term, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the 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 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;
8. Sexually assaulting or attempting to sexually assault any person. In addition, 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, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Hitchcock County Schools buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.



16. In addition, a student who engages in the following 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 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.
17. 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 one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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.

#### **Additional Student Conduct Rules:**

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.**

18. Student Appearance Policy:

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

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (this includes all clothing with holes above the knee, midribs, spaghetti straps, sagging pants or sleeping apparel) and shorts will be at least finger tip in length;
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- e. Head wear including hats, and caps,
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
- g. Bare feet (some type of footwear must be worn)
- h. Lack of foundation garments. Foundation /undergarments must not be visible.

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 Administration. 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 Administration for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. 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.

19. Harassment and Bullying Policy:

It is the policy of Hitchcock County 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 10 of this handbook for behavior which is

discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

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

#### Harassment and Bullying Program--Levels:

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

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:00 a.m. each morning or immediately after bus arrival.
  - c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and remain until for a determined amount of time.
- e. The student will report to an assigned room at the end of the day, and will remain until released. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each morning or immediately after bus arrival.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until released.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

3. Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

## 20 Dating Violence

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

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

## 21 Public Displays of Affection:

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

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

- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

22 Specific Rule Items:

- e. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- f. Students in the hallway during class time must have a pass with them.
- g. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drank outside.
- h. Students are expected to bring all books and necessary materials to class.
- i. Assignments for all classes are due as assigned by the teacher.
- j. Students are not to operate the mini-blinds or the windows.
- k. 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.
- l. Students are to be in their seats and ready for class on the tardy bell.
- m. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- n. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) personal stereos, b) beepers, and d) laser pointers.
- o. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- p. Snow handling is prohibited.

23. Student Acceptable Use Procedures for Network and Internet Access

The Hitchcock County School District is pleased to make available to student access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any question about these provisions, you should contact the building principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

## **I. PERSONAL RESPONSIBILITY**

By signing the acknowledgement form in the student handbook, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

## **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed a properly signed handbook acknowledgment form and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy acknowledgement form each year during which they are students in the Hitchcock County School District before they are given an access account.

## **III. ACCEPTABLE USES**

### **A. Student Acceptable Use Procedures for Network and Internet Access**

#### **General Regulations**

The Hitchcock County Public Schools computer network, the Internet, and other on-line resources provided by the District are intended to be used to support the instructional program and further student learning. The Hitchcock County Public Schools network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District.

#### **Acceptable Use Procedures for Network and Internet Access**

Both student and parent or guardian must sign the Acceptable Use Procedures form before a student can use the Hitchcock County Public Schools network.

#### **Supervision**

Certified staff shall supervise students using on-line services at the school site and may ask media assistants and Para educators to assist in this supervision.

#### **User Obligations and Responsibilities**

Students are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy 700.09 Acceptable User Policy.

1. Students shall log in and log out of the network correctly using only their own name and password. Students shall keep personal account numbers, home addresses, and telephone numbers private.

2. Students will not lend their network or email passwords or privileges to others. Students will not borrow these resources from others.
3. Students shall not read other users' files or email; they shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to delete, copy, modify, or forge other users' files or email.
4. Students are prohibited from accessing, posting, sending, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, or that could be viewed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
6. Students shall follow copyright laws as stated in Board Policy 3020.
7. Vandalism will result in the restriction or cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses, and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
8. Students shall report any security problem or misuse of the services to the supervisor, teacher, or principal immediately without alerting others.
9. The District's system shall be used only for purposes related to education. Use of the District's system for personal or private monetary gain or political use is strictly prohibited.
10. Students are prohibited from bringing personal computers (i.e., desktops, laptops, game controllers, etc.) and related network devices into Hitchcock County Public Schools buildings.
11. The District has the right to monitor network activities of all users. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials.
12. The use of the District's system is a privilege, not a right, and inappropriate use shall result in restriction or cancellation of those privileges, and may result in additional disciplinary action.
13. Students will not be allowed to check their personal e-mail accounts at school.

### **Consequences of Violation of Network and Internet Access Procedures**

Students who fail to abide by District network and Internet access procedures shall be subject to disciplinary action, possible revocation of the user account, and legal action as appropriate. Potential consequences may include, but not be limited to:

- Restricted access to the network and Internet
- Loss of access to the network and Internet
- Possible suspension or expulsion
- Referral to law enforcement

### **Review of Student Acceptable Use Procedures for Network and Internet Access**

Appropriate and acceptable use of the Hitchcock County Public Schools network and access to the Internet are taken very seriously. All new students and their parents or guardians must read and sign the Student Acceptable Use Procedures for Network and Internet Access during the registration process. Student acceptable use procedures for network and Internet access will be reviewed with students and teachers annually. Students in grades three, six, and nine and their

parents or guardians will be asked to review and sign the Student Acceptable Use Procedures for Network and Internet Access at the beginning of the school year.

**B. Netiquette.**

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other materials which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

**IV. INTERNET SAFETY**

**A. General Warning: Individual Responsibility of Parents and Users.**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials, inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.**

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violated state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.



#### **D. Confidentiality of Student Information.**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Nebraska law, for internal administrative purposes or approved educational projects and activities.

#### **E. Active Restriction Measures.**

The School, either by itself or in combination with 20/20 Technologies providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other education projects *being conducted by students, age 17 and older*.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any exception of privacy regarding such materials.

#### **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action

or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access of and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claim, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing the acknowledgment form in the student handbook, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parents(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, Educational Service Unit #15 that provides the computer and Internet access opportunity to the School District and all of their administration, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after a user has provided account information, some or all of the information changes, the user must notify the person designated by the School to receive such information.

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

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

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

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

#### **Part 4 Due Process Procedure**

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
  6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Hitchcock County Schools Board of Education at any reasonable time prior to the hearing.
  
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
  
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
  
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
  
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms

of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified mail.

## **Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1 Extra-Curricular programs:**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Hitchcock County Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Meal Reimbursement for State Events. In cases, which keep the students out-of-town for an extended period of time for NSAA State events, students and coaches/sponsors **MAY** be paid by the district at a rate determined by the Board of Education for meals. Each request will be examined by the administration on an individual basis. The rate for breakfast will be \$6.00, lunch \$10.00, and dinner \$15.00. If any meal is provided for by any entity such as the hotel included breakfast or booster club, then the monies will not be included. Coaches and Sponsors should turn in a meal request form to the office at least 3 days prior to leaving for the event and the school secretary will make arrangements for the money.

### **Section 2 Activity Philosophy:**

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

#### Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. The parents may request in person and in writing that their son/daughter ride home with them. In this case the sponsor must inform the driver that this student has permission to ride home with his/her parents. Students must not be given permission to ride home with anyone other than their parents, unless approved by the administration.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 3 Activity Code of Conduct, Violations, and Discipline:**

This activity code of conduct is supplemental to the Hitchcock County Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

#### Grounds for Extracurricular Discipline

The grounds for investigation or suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Hitchcock County Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.



8. Engaging in the selling, using, possessing, dispensing or manufacture of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (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. In addition, “possession” of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in “possession” of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Hitchcock County Schools buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. 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.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event. Students must attend school half the day of any scheduled school activity in order to participate in the activity; and be in school the day following an athletic contest. The principal retains the right to grant participation should exceptional circumstances prevail.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.

23. All other reasonable rules or regulations adopted by the coach or supervisor and approved by the administration of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and alcohol violations:

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action.

Beginning with the first sanctioned day of fall practice any student involved in NSAA sanctioned activities, and all non-NSAA activities sponsored by Hitchcock County School system, who is found to be in violation of Article 9, Section 3, Paragraphs 8 or 9 of the Activity Code of Conduct rules shall be subject to the following disciplinary action:

First Violation – The student/athlete will not be allowed to participate for twenty (20) school days unless the individual confesses, in which the student/athlete will not be allowed to participate for ten (10) school days or two performances, whichever is more severe.

Second Violation – A second violation occurring during the same school year will mean automatic suspension from all NSAA activities for the remainder of the school year.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Hitchcock County Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to 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 school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian and will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

#### Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for half the day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

#### **Section 4 "Team Selection" and "Playing Time":**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

#### **Section 5 Academic Grade Standard for Activities Participation:**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation

1. Students in grades 7-12 that are failing in two classes for two consecutive weeks, whether for the same or different classes, will be deemed ineligible for the next week, Monday through Sunday. The first week of unsatisfactory work will be a probationary period for that student to improve his/her unsatisfactory work. All classes taken will count towards eligibility. Students on the Down List will be required to attend all athletic events and sit with their team, except where excused by the athlete's coach.
2. Students in Special Education programs or with special IEP's (Individual Educational Programs) must be meeting requirements of their IEP. Eligibility shall be checked on Monday of each week.
3. Students are ineligible if they failed to pass 25 credit hours the immediate preceding semester. The 25 hours must include credit hours towards graduation.
4. Eligibility requirements shall not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; and,
  - (B) Activities or events which are a part of the student's grade requirements. Grades for eligibility will be turned in by 8:00 am on Friday.

#### **Section 6 Student Fees Policy: 5043**

Hitchcock County School District shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is

permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

**A. Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

**B. Listing of Fees Charged by this District.**

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district does not provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires material beyond the basic material provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

The maximum dollar amount charged by the district for course materials shall be:

Industrial Technology Classes	\$500
Art Classes	\$50
Family and Consumer Science Classes	\$50
FFA	\$250

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$20  
**Covers admission to all extracurricular events**
- Student participation fee \$0
- Future Business Leaders of America \$10
- National Honor Society \$10
- Cheerleading, Drill Team, Flag Corps  
Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football  
Students must provide their own football shoes, undergarments, and mouth guards
- Golf  
Students must provide their own golf shoes, undergarments, and clubs.
- Track, Volleyball, Wrestling  
Students must provide their own shoes and undergarments.

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

9. Participation in Before-and-After School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$50.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

**The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:**

- o Breakfast Program – Grades K-6
  - o Regular Price \$ 1.80
  - o Reduced Price \$ .30
- o Breakfast Program – Grades 7-12
  - o Regular Price \$ 1.80
  - o Reduced Price \$ .30
- o Lunch Program – Grades K-6
  - o Regular Price \$ 3.20
  - o Reduced Price \$ .40
- o Lunch Program – Grades 7-12
  - o Regular Price \$ 3.70
  - o Reduced Price \$ .40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- A. Band                      Students must provide their own instruments and marching band Shoes, which must be white, rubbered-soled sneakers.
  
- B. Vocal Music            Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$20.00

13. Contributions for Junior and Senior Class Extracurricular Activities

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$30.

**C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities.**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.



## CERTIFICATION

On the 9th day of May 2022, the school board held an annual public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed 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 2022-2023 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meeting law.

### Hitchcock County Schools

Date: May 9, 2022

#### Legal References:

Laws 2002, LB 1172

Neb. Constitution, Article VII, section 1

Neb. Rev. Stat. 79-241,79-605 and 70-611

Neb. Rev. Stat. 79-2,104

Neb. Rev. Stat. 79-715

Neb. Rev. Stat. 79-737

Neb. Rev. Stat. 79-1104

Neb. Rev. Stat. 79-1106 to 79-1108.03

Policy Revised: December 2010

Revisions Board adopted

## Article 10 - State and Federal Programs

### Section 1 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 Hitchcock County Schools and all others who interact with Hitchcock County Schools are hereby notified that the Hitchcock County 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 2 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: Hitchcock County Schools, PO Box 368, Trenton, NE 69044, (308) 334-5281.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act	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 3 Anti-discrimination & Harassment Policy:

Elimination of Discrimination. The Hitchcock County Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination of Students.

Purpose: Hitchcock County 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 Hitchcock County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of

supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

#### **Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:**

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

## **Section 5 Notification of Rights Under FERPA:**

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

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

## NOTICE CONCERNING DIRECTORY INFORMATION

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

## ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

### **Section 6 Notice Concerning Disclosure of Student Recruiting Information:**

The Every Student Succeeds Act of 2015 requires Hitchcock County Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Hitchcock County Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent Hitchcock County Schools will comply with any such request.

### **Section 7 Student Privacy Protection Policy:**

It is the policy of Hitchcock County Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be

sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data

for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are

permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 8 Parental Involvement Policies:**

It is the policy of the Hitchcock County School System #44-0070 to foster and facilitate, to the extent appropriate, parental information about, and involvement in the education of their children. Along these lines:

Textbooks, tests and other curriculum materials used in this school district are and shall be available for review by parents at school upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by the school district, parents wishing to review such items must govern their requests accordingly;

Parents wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they will be asked to leave. Parents attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the education process or constitute an interference with school purposes, will be asked to leave.

The school district will excuse students from tests, classroom instruction, and other school experiences, under special circumstances upon parental request. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the testing, classroom instruction, or other school experience. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.



Parents and others will be provided access to records of students according to law (e.g. Family Educational Rights & Privacy Act, 20 S.S.C. 1232g or 79-4157, R.R.S. et. Seq.);

Testing shall occur in this school district as determined appropriate from time to time by district staff to assure proper measurement of education progress and achievement.

Participation in surveys of students shall occur in this district from time to time when determined appropriate by district staff for education purposes. Parents under special circumstances may remove students from such surveys. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the survey.

B. Title I Parental Involvement Policy:

At the district level, it is the policy of the Hitchcock County School System #44-0070 that the parents of all participating children have the opportunity to be involved in the joint development of the district plan and the district's review process for the purpose of school improvement. The district will provide coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district shall encourage parent involvement and support the partnership between home/school/community by providing understandable information about standards and assessments; provide material for parents to help their children and to involve other parents; educate, school personnel about involving parents and the value of parent contributions; and develop meaningful roles for community organizations and businesses to work with parents and schools.

It is the policy of the Hitchcock County School System that this jointly developed, written policy is distributed to parents of participating Title I children at the annual meeting in the spring.

An annual meeting will be held, for all parents of participating children. Notification of the annual meeting will be through mailings, one week before the meeting. Additional parent meetings with flexible meeting times will be held throughout the year as determined by parent interest and suggestion.

Parents will be given assistance in understanding the requirements of the Title I law, National Education Goals, content standards, performance standards, and assessments at the annual meeting, parent teacher conferences and Parent Involvement Conference.

Parents shall receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results in individual reports to parents.

Parents will be informed of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program by individual student plans, classroom visits, and parent-teacher conferences.

Parents shall receive timely responses to all parent recommendations. All information sent to parents will be in the language used in the home. Full opportunities will be provided for all parents to participate in Title I activities.

A jointly developed school/parent compact shall outline how parents, the entire school staff, and the students will share the responsibility for improved student achievement and the means by which the school and parents will continue to build and develop partnerships to help children

achieve the state's high standards. The compact will be developed, reviewed and distributed at annual meetings and parent-teacher conferences.

The Title I Program provides opportunities through volunteer opportunities, Parent Involvement Conferences, and publications, for parents to become partners with the school in promoting the education of their children at home and at school. Parents will be given help monitoring their student's progress. The school shall provide assistance to parents on how they can participate in decisions related to their student's education. The school shall provide reasonable support for parental involvement activities as requested by parents.

The school will coordinate and integrate parent involvement programs and activities with other programs as appropriate through publications and staff and parent awareness activities.

An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of the policy for increasing parent involvement. Policy evaluation designing shall be used in designing strategies for school improvement and revising parent policies. The annual evaluation shall take place at the annual meeting in the form of a written survey completed by all parents of children participation in the Title I program. Results will be used as action plans for improvement.

#### **Section 9 Homeless Students Policy:**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the

school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Hitchcock County Schools District, and the homeless child continues to live in the Hitchcock County Schools, transportation to and from the school or origin shall be provided by the Hitchcock County Schools; and (2) if the homeless child lives in a school district other than the Hitchcock County Schools, but continues to attend the Hitchcock County Schools based on it being the school district of origin, the new school and the Hitchcock County Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

#### **Section 10. Breakfast and Lunch Programs:**

Hitchcock County Schools participates in the National School Lunch Program (NSLP). Meals are required to meet specific nutritional guidelines established by the Federal Government. School breakfasts and lunches now include more fruits, vegetables, and whole grain-rich foods, only fat-free or low-fat milk. Portion sizes are appropriate for a child's age.

#### **FREE AND REDUCED MEAL PROGRAM**

Applications can be completed to apply for free or reduced price meals based on Federal income guidelines. A NEW application must be completed each school year. An application is sent home in a mailing prior to the start of the school year. Applications are also available on the school website [www.hcfalcons.org](http://www.hcfalcons.org) under resources/forms. You will also be able to apply online through the parent portal on Infinite Campus. You may request an application anytime during the school year at the District Administrative Office. Only a regular meal qualifies as a Free and Reduced purchase under the Federal guidelines.

## STUDENT ACCOUNTS

Lunch accounts are debit accounts; money must be in the students account prior to the meal service. The district allows the balance to go no lower than a minus ten dollars (-\$10.00). The cushion balance between zero and minus ten dollars is intended to allow students to continue to use the account while money is being deposited into the account. Payments may be sent into either school office. Online payments will be available through the parent portal on Infinite Campus also. The Food Service recommends keeping a positive account balance that accommodates your children's spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you choose to do, how often you want to write a check and how often your child eats at school. Your student will need permission to charge extra milk and/or juice.

Low Balance – If an account is below the debit floor (-\$10.00) students are offered a bag lunch in place of purchasing a lunch on the account, or they are welcome to use cash. Once the balance is corrected, the child will be able to resume purchasing items on the account.  
Low Balance Notification - Parents will receive an automated phone call when their balance is at \$20.00 or below.

\*Parents are welcome to call our office at any time if you have questions about your account balance or activity.

## MEAL PRICES

Elementary Breakfast - \$1.80  
Elementary Lunch - \$3.20

MS/HS Breakfast - \$1.80  
MS/HS Lunch - \$3.70

Adult Breakfast - \$2.85  
Adult Lunch - \$4.15

Reduced Breakfast \$0.30  
Reduced Lunch \$0.40

## SPECIAL DIETS

Students requiring special diets need to inform the District Office.

## NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632- 9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence

Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing 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.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

## **Article 11 – Senior Class and Other Class Responsibilities**

### **Section 1 – Parties**

School dances, parties, etc., such as the Homecoming Dance, Prom, Etc. should be chaperoned jointly by the faculty and parents of the students. Only enrolled students, parents, and student's invited and approved "dates" under the age of "21" are eligible to attend. Parties must obey school policies when in the school building or at any school event; or students may be withheld from graduation exercises by the Principal.

### **Section 2 – Graduation**

1. Seniors must meet all graduation requirements.
2. Seniors must not be under any disciplinary action from the school.
3. Seniors must attend the graduation exercise unless excused by the Principal.
4. Seniors must obey school policies when in the school building or at any event or they are withheld from graduation exercises by the Principal.
5. Dress will be formal and/or semi-formal. No blue jeans, etc. (School dress code).
6. The escorts will be the junior boy and girl with the highest grade point average and approved by the Principal.
7. The handing out of programs will be the responsibility of the next two highest grade averages students in the Junior Class.
8. The date and time will be set by the administration.
9. The music during graduation will be selected from an approved list from the Administration.
10. Valedictorian and Salutatorian speeches with administration approval will be presented at graduation.
11. Graduation Ceremony is an extra-curricular activity. It is a privilege and not a right.

### **Section 3 - Class Night**

1. Semi-Formal.
2. School will do the programs. (Principal/or Designee)
3. Date set by administration.

#### **Section 4 – Class Meetings**

1. Scheduled by sponsor and approved by the office.
2. Sponsor must be present to legalize action.
3. Class colors, motto, and flower will be chosen by class and approved by sponsor.
4. All class money will be used for class projects approved by the sponsor and Principal.
5. Each activity group, club, or sport may have meetings if their sponsor determines it is necessary. Request for special meetings should be requested two days in advance and placed in the daily bulletin one day prior to the meeting.

#### **Section 5 – Sponsor**

1. The sponsor will be present at Prom dance and dinner.
2. The sponsor will be present at Class Night, Graduation, Class Meetings, Homecoming, etc.
3. The sponsor or Principal will order caps and gowns.
4. The sponsor or Principal will order announcements.
5. The sponsor will handle all senior complaints first before being forwarded to the office.
6. The sponsor and administration will decide graduation set up.
7. The class funds are to be used for worthy projects decided by the class but must be approved by the sponsor and Principal.
8. Seniors must determine use of any funds in the class account prior to graduation, or the use will be left to administrative discretion.

#### **Section 6 – Freshman Initiation**

There will be no formal or informal freshman initiation. Any such act may result in suspension, loss of graduation, loss of privileges, etc.

**RECEIPT OF 2022-2023 STUDENT-PARENT HANDBOOK  
OF HITCHCOCK COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2022-2023 Parent-Student Handbook of Hitchcock County Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

**Drug-Free Schools Statement:** RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING HITCHCOCK COUNTY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, DISTRIBUTION, OR MANUFACTURE 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.

State and Federal reports require us to report racial identities: Please mark one, if one is not marked your child will be reported as White.

White/Non-Hispanic     Asian/Pacific Islander     American Indian/Alaskan Native  
 Black/Non-Hispanic     Hispanic

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

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

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

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

Return to:

Robert Sattler, Superintendent

Hitchcock County Schools High School and Junior High: PO Box 368, Trenton, NE 69044

Elementary-Culbertson: PO Box 128, Culbertson, 69024

## Drug/Alcohol Policy Sheet

“This receipt shall serve to demonstrate that you as parent or guardian of a student attending Hitchcock County Schools, have received notice of the standards of conduct of this district’s expectations of students concerning the absolute prohibition against the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal legal requirements for the district to obtain any federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this school fully understand the school’s policy absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of the school’s activities herein above described and that compliance with these standards is mandatory. Any noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.”

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Activities Policy

Beginning with the first sanctioned day of fall practice any student involved in NSAA sanctioned activities, and all non-NSAA activities sponsored by the Hitchcock County School system, who is found to be in violation of Article 9, Section 3, Paragraphs 8 or 9 of the Activity Code of Conduct rules shall be subject to the following disciplinary action:

First Violation – The student/athlete will not be allowed to participate for twenty (20) school days unless the individual confesses, in which the student/athlete will not be allowed to participate for ten (10) school days or two performances, whichever is more severe.

Second Violation – A second violation occurring during the same school year will mean automatic suspension from all NSAA activities for the remainder of the school year.

1. Every participant is expected to report to practice unless excused by the coach/sponsor ahead of time. If you are interested and enthused, you will be here. If you are not present, other measures will be taken.
2. Generally, you will be expected to be home by 10:30 if it is a school night or if a school activity is taking place the following day. You will be expected to be home by 12:30 on all other evenings. Exceptions can be made for family affairs, church functions or school functions.
3. Students must return all uniforms, equipment or other school owned materials at the end of an activity before being allowed to participate in another activity. Example: A student must hand in all volleyball equipment prior to participating in basketball.

### **Bus Policy:**

While traveling to and from school activities, students are expected to ride home from the activity in the car or bus to which they have been assigned. All students must ride the school bus or assigned car to any activity unless approved by the Administration in advance. The parents may request in person and in writing that their son/daughter ride home with them. In this case the sponsor must inform the driver that this student has permission to ride home with his/her parents. Students must not be given permission to ride home with anyone other than their parents, unless approved by the administration.

I have received a copy of the Activities Policy of Hitchcock County Schools. My parent/guardian and I will make an effort to become familiar with its contents.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Parental Request Allowing In-School Medication Hitchcock County Schools

It is the policy of Hitchcock County schools for the School Nurse, Secretary, Administrator, or trained staff members to administer medication to students ONLY with parent or guardian permission and direction. **Please complete and return this form for each student every school year.**

**Prescription Medication:** All prescription medication must be in the original container in which it was purchased. The pharmacy label needs to include the physician's name, student's name, medication name, dose, route of administration, and times to be given. Prescription medications also require an additional form to be filled out by the physician and kept on file at school. If your child needs to take daily prescription medication at school, please list medication on this form and also contact the school nurse for the physician form.

**Over-the-counter Medication:** Over-the-counter medication must be supplied by parents in the original container labeled with my child's name, type of medication, dose, route, and times to be given. Medications that are to be taken only "as needed" will require a reason on this form for why they are to be given (ie: pain, headache, cough, etc). Please send small bottles of medication, as space is limited. It is acceptable to send one bottle or package for multiple siblings to use. Please label the bottle with each child's name/dose and ensure each child has a form completed.

Peroxide, saline wound cleanser, Neosporin/antibiotic ointment, hydrocortisone cream, calamine lotion, and Benadryl cream are provided in the health office for use on minor cuts, scrapes, irritations, and insect bites. Some medications may be available in the office for one-time use by students if consent is indicated.

Any medication that is expired, not properly labeled, or not in an original container will not be given at school. All medication MUST be kept in the health office or school office. No medication will be administered without the completion of this form, or certified contact with the parent or guardian by school personnel. Medications will need to be picked up by an adult at the end of the school year or they will be disposed of.

**\*Asthma and emergency Medication** such as inhalers and epi-pens may be kept with the student and self-administered ONLY upon completion of a Self-management at School Consent/Release form AND an Asthma/Anaphylaxis/Diabetes Action Plan. Contact the school nurse for these forms if needed. The school keeps a supply of epi-pens and Albuterol nebulizers on hand **for emergencies only**. If your child has a known severe allergy or asthma, you are responsible for providing your own supply of emergency medications.

My child has permission to see the athletic trainer for injuries free of charge if trainer is available. A Trainer comes every week (as schedule allows) to see students with injuries.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parental Request for In-School Medications  
Hitchcock County Schools**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Allergic to:  
\_\_\_\_\_

I request for the school nurse, secretary, administrator, or approved staff see that my child receives the following medication. This request is valid for the current school year only.

**If no medication is checked or listed below, we cannot give it to your child.**

- Tums or antacid tablet chewed orally every 4 hours as needed for indigestion or upset stomach.  
Dose: (please check) \_\_\_\_\_ one tablet, \_\_\_\_\_ two tablets
- Tylenol/acetaminophen, dosed per weight (as directed on package) to be given orally every 4 Hours as needed for pain/discomfort/headache. Dose: \_\_\_\_\_
- Advil/ibuprofen, dosed per weight (as directed on package) to be given orally every 4 hours as Needed for pain/discomfort/headache/inflammation. Dose: \_\_\_\_\_
- Cough drops, one lozenge to be given orally every hour as needed for cough/sore throat.
- Other medication. Medication name: \_\_\_\_\_ Dose: \_\_\_\_\_  
Route: Time/frequency: \_\_\_\_\_ As needed? Y / N Reason to be given: \_\_\_\_\_
- Other medication. Medication name: \_\_\_\_\_ Dose: \_\_\_\_\_
- Route: \_\_\_\_\_ Time/frequency: \_\_\_\_\_ As needed? Y / N  
Reason to be given: \_\_\_\_\_
- I prefer to be notified by phone or note sent home if my child receives a dose of "as-needed" medication listed above at school.

OR

- I prefer that NO medication be given to my child. Please contact me at the listed number at any time if my child has health complaints at school.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Emergency Contact if parent/guardian cannot be reached:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Clinic: \_\_\_\_\_  
Office phone number: \_\_\_\_\_

Approval by school nurse \_\_\_\_\_ Date \_\_\_\_\_

School Year 2022-2023

Dear Parents:

**SUBJECT: Internet Informed Consent Form**

Your child has the opportunity to receive an electronic network account or access, and needs your permission to do so. Among other advantages, your child will be able to communicate with other schools, colleges, organizations and individuals around the world through Internet and other electronic information systems and networks. Internet is a system which links smaller computer networks, creating a large and diverse network. Internet allows your child, through electronic mail (e-mail) and other means to reach out to many other people to share information, learn concepts and research subjects. These are significant learning opportunities to prepare your child for the future.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed informed consent form, school district procedures and other material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. *Parents, remember that you are legally responsible for your child's actions.*

Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

We have established procedures and rules regulating the materials that students may search for on the network, but please be aware that there is unacceptable and controversial material and communications on the Internet that your child could access. It is not possible for us to always provide direct supervision of all students. Although we have a filtering system in place on our network, we cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the informed consent form.

If you have any questions, please contact me at 308.334.5575. Please return signed informed consent forms to us as soon as possible.

Sincerely,

Robert Sattler  
Superintendent

**Hitchcock County Public Schools  
Student Acceptable Use Procedures for Network and Internet Access  
Students in Grades 3-12**

As a Parent or Guardian: I understand that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the restriction or loss of account privileges, as well as other disciplinary and/or legal actions:

- Sending or displaying offensive pictures or graphics
- Using obscene or unprofessional language
- Harassing, insulting, threatening, or abusing other network users
- Violating copyright laws
- Using another user's account and password
- Damaging computers, personal or network files
- Trespassing in another user's private files
- Attempting to circumvent network security
- Using the Hitchcock County Public Schools network for commercial or political purposes or individual financial gain.
- Bringing personal computers (i.e., desktops, laptops, game controllers, etc.) and related network devices into Hitchcock County Public Schools buildings.

I shall not hold the District responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by my child. I understand that the District cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

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\_\_\_\_\_ **I have read and agree to follow the Hitchcock County Schools Network and Internet Access Procedures.**

\_\_\_\_\_ **I do not agree to follow the Hitchcock County Schools Network and Internet Access Procedures.**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Signature)

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

It is the policy of the School District of Hitchcock County not to discriminate against any individual with regard to race, color, national origin, religion, sex or disability.