

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS**

**7 - 12  
STUDENT/PARENT  
HANDBOOK**

**2017-2018**

## INTRODUCTION

Dear Students:

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

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

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

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

Sincerely,

Corey Uldrich  
7-12 Principal

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

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

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

## **WHO OWNS THIS SCHOOL?**

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

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

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

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## SCHOOL PERSONNEL

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

### BOARD OF EDUCATION

Jason Dendinger	President
Dana Rosener	Vice President
Brenda Steiner	Secretary
Colin Kathol	Member
Jason Heikes	Member
Aaron Fuelberth	Member

### ADMINISTRATION

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

### FACULTY

Doyle Anderson	Instrumental and Vocal Music
Pamela Anderson	Resource
TBA	Family Consumer Science
Alicia Cornemann	English/Spanish
Kari Ekberg	Math/Business
Megan Goeden	English
Terry Hagen	Math
Nick Haselhorst	Industrial Technology
Mandy Hochstein	Business/Computer
Blair Kalin	Physical Education
Kenneth Kneifl	Guidance/Psychology
Emma Lammers	Vocational Agriculture Science
LuAnn Lange	Social Studies
Steve Martini	Science
Marcus Messersmith	Physical Education
Laura Noecker	Art
Rita Pedersen	English/Social Studies
Lori Peitz	Math/Science/Test Coordinator
Marilyn Rastede	Media/Library/English
Cody Stappert	Tech Coordinator/Coaching
Anne Stratman	Science

### BUSINESS STAFF

Tina Opfer	Business Manager
Lori Koch	Head Secretary
Lora Rohde	Secretary
Helene Bottolfsen	Office Assistant
Jessica Gotch & Janet Manz	Office Assistants at the Newcastle Site

## CUSTODIAL STAFF

Kevin Lammers	Head Custodian
Jim Peitz	Custodian
Bill Mainquist	Custodian
Sharon Lammers	Custodian
Kevin Whelchel	Custodian at the Newcastle Site

## LUNCH PERSONNEL

Jeanie Hinkel	Certified Food Manager
Carol Hamilton	Assistant
Lisa Loberg	Assistant
Rebecca Meisenheimer	Assistant
Cheri Morten	Assistant
Lorie Opfer	Assistant
Peg Peitz	Assistant
Joan Wortmann	Assistant
Christine Hassler	Head Cook at the Newcastle Site

## ACTIVITIES

Athletic Director	Blair Kalin
Football	Corey Uldrich
Assistant Football	Blair Kalin/Levi Hilker/ Beau Bensen/Cody Stappert
Junior High Football	Blair Kalin/Lee Heimes
Assistant Junior High Football	Marcus Messersmith
Volleyball	Leigh Haselhorst
Assistant Volleyball	Kassydi Jueden, Sarah Edwards
Junior High Volleyball	Kassydi Jueden
Boys Basketball	Nick Haselhorst
Assistant Boys Basketball	Rob Morten/Scott Pinkelman
Junior High Boys Basketball	Nick Haselhorst/Blair Kalin
Girls Basketball	Marcus Messersmith
Assistant Girls Basketball	Josh Morten/Molly Ladwig
Junior High Girls Basketball	Josh Morten/Marcus Messersmith
Boys High School Track	Blair Kalin
Girls High School Track	Laura Noecker
Asst. HS Track	Marcus Messersmith/Brandon Eickhoff/Mandy Hochstein
Junior High Track	Marcus Messersmith
Golf Boys	Ken Kneifl
Golf Girls	Barb Bowers
Instrumental Music	Doyle Anderson
Vocal Music	Doyle Anderson
Speech	A.J. Johnson/Linda Kathol/Megan Goeden
National Honor Society	Terry Hagen
Concessions	Brody Kelley/ Kari Ekberg/Lori Peitz
FFA	Emma Lammers
Student Council Advisor	Sharon Lammers
Yearbook Staff Advisor	Rita Pedersen
One-Act Play	AJ Johnson/Megan Goeden
Cross Country	Mandy Hochstein/Laura Noecker
Spirit Squad	Heather Jones/Lori Peitz
7th Grade Sponsor	Anne Stratman/Ken Kneifl
8th Grade Sponsor	Kari Ekberg /Pam Anderson
9th Grade Sponsor	Terry Hagen/LuAnn Lange
10th Grade Sponsor	Nick Haselhorst /Megan Goeden
11th Grade Sponsor	Rita Pedersen/Lori Peitz
12 <sup>th</sup> Grade Sponsor	Cody Stappert/Alicia Cornemann



## **GENERAL RULES**

1. Students will show respect for all school personnel.
2. Students will show respect for other students.
3. Students will not use obscene language or gestures.
4. Students should show respect for classroom rules.
5. Students should not enter the building before 7:30 a.m. (Exception would be to serve a detention or if a teacher requests you to come for extra work or to go have breakfast in the Commons)
6. Students are not allowed food or drinks in the classroom areas or student locker areas. Only water in clear containers are allowed. Food and drinks will be allowed with prior approval by administration.
7. Students must use the public phones located in the hallway. Long distance phone calls are not allowed on school phones unless approved by an administrator.
8. Students will not sit on the floor in the hallways.
9. Playing cards and sleeping while school is in session is prohibited. Exception to this rule will be if card playing is part of the learning process of a class or sleeping if a student is ill.
10. No cheating in the classroom. Students caught cheating in the classroom will pay the consequences of possibly failing the class.

## **STUDENT MEDICATION**

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

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

## **DEFIBRILLATORS**

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

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

## **PARENT/GUARDIAN CONCERNS**

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

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS SENIOR HIGH GRADUATION  
REQUIREMENTS**

English	40 Credit Hours
Social Studies	30 Credit Hours
Mathematics	30 Credit Hours
Science	30 Credit Hours
Physical Education	10 Credit Hours
Electives	90 Credit Hours
Total Credit Hours	230 Credit Hours

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

Ten credit hours constitutes two semesters of work.

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

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

**Students should keep this in mind when planning their high school course of study.**

**ACCEPTING CREDITS**

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

**CORRESPONDENCE COURSES**

Hartington-Newcastle Public Schools recognizes the University of Nebraska-Lincoln Independent Study High School as the official institution for correspondence courses. The following guidelines will apply:

1. A student must be classified as a senior.
2. The course to be taken through UNL must correspond to a similar course at Hartington-Newcastle Public Schools. Not all courses from UNL have similar requirements as to those offered at Hartington-Newcastle Public Schools.
3. A student who has scheduling conflicts among required courses which could jeopardize graduation may be considered for a UNL correspondence course.
4. A student must assume the cost of the correspondence course and any books or materials.
5. The principal will assign a Hartington-Newcastle Public Schools teacher as supervisor to the student taking a correspondence course.
6. A contractual agreement regarding course requirements must be signed by the student, parent and principal.
7. Special circumstances that might necessitate exceptions to these guidelines will be considered by the administration and/or the Board of Education.

## **REQUIREMENTS FOR THE UNL DISTANCE LEARNING/INTERNET COURSES**

1. All courses are offered to full-time Hartington-Newcastle Public Schools students only.
2. One course is offered to students in their junior year, and one course is offered in their senior year.
3. Another course or more in a year will be at the expense of the student.
4. Students may sign up for a course only if the course is not offered at Hartington-Newcastle Public Schools or by approval of the superintendent.
5. A maximum of 25 credits may be taken through the Internet or Web-Based Learning.
6. Each class taken will be completed by the end of the current semester.
7. Student will pay the initial cost of the classes taken. They will be reimbursed for one class per year upon completion of the class.

Adopted by Board Action: May 12, 2009

Policy No. IIBGA

### Computer Internet Safety and Acceptable Use Policy

#### A. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h) (1) (b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 18, 2012

## ELIGIBILITY STANDARDS WEEK TO WEEK

All students participating in interschool or extracurricular activities must meet the academic eligibility standards established by Hartington-Newcastle Public Schools. The standard established is that students shall be passing all classes in order to participate in interschool or extracurricular events. An interschool activity is defined as competition between schools or individuals. An extracurricular activity is one in which a student does not receive a grade or credit.

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

Students who receive a third ineligible notice in a course will be automatically ineligible for all interschool and extracurricular activities for the week running from Tuesday morning to Tuesday morning, or the next time the list is due in the principal's office. 9-12 Students will be allowed to participate in the practice sessions, but will be ineligible to participate in interschool or extracurricular events. Junior High students will not be allowed to participate in the practice session and in interschool or extracurricular events.

A student may be able to delete an ineligible notice from their record by staying off the ineligible list for two consecutive weeks. (Example: A student who has received an ineligible notice for the fifth and sixth weeks, but who stays off the seventh and eighth weeks shall be listed as having one notice.) The eligibility period will run for a quarter. Students who have an incomplete at the end of the quarter shall go through the SAT process. Incomplete due to reasons for which the faculty absenteeism committee has recommended a waiver for absences to the board of education shall not be considered as failing.

### GRADING SYSTEM

A+	100-99	C-	79-78
A	98-96	D+	77-75
A-	95-94	D	74-72
B+	93-91	D-	71-70
B	90-88	F	69 & below
B-	87-86	I	Incomplete
C+	85-83	P	Pass
C	82-80		

### INCOMPLETES

1. Students are reminded that an incomplete received at nine-weeks or semester period must be made up within a period of TWO WEEKS following the close of the nine weeks or semester.
2. If a student fails to complete the required work in this period of time, he or she will receive a zero (0).
3. The exception would be extended illness, hospitalization and an individualized educational program dealing with curriculum modification.
4. Junior High students (grades 7-8) that fail a semester course will need to complete course work as stated in the "SEVENTH AND EIGHTH GRADE ACADEMIC POLICY".
5. Junior High students will receive an "incomplete" on their report cards until work is completed.



## **STUDENT ASSISTANCE TEAM FOR STUDENTS IN GRADES 9-12**

Students experiencing academic difficulties in **Grades 9-12** may receive help through the **Student Assistance Team** Process. The team:

1. shall consist of the high school principal, guidance counselor and two faculty members selected by the building principal.
2. may be **expanded** to include the student, parents/guardians and other faculty members.
3. shall review all **referrals** from faculty members that have a vested interest in the student and understanding that not all problems the student has will be academic in nature.
4. will make recommendations to the parents/guardians and the student.
5. shall continue to monitor the academic progress of the student.
6. shall see that all proceedings of the meetings are documented and sent to the parents.

## SEVENTH AND EIGHTH GRADE ACADEMIC POLICY

In order to be sufficiently prepared for high school and to prevent failure for an entire semester, attempts will be made to assist seventh and eighth grade students to succeed. This will include conferences among the student, parents/guardian, teacher(s), counselor and the building principal. The following policy will be used when a seventh or eighth grade student does fail a semester course (s):

1. After the student has failed a semester course, the high school principal will set up a **Student Assistance Team (SAT)** meeting.
2. The SAT may consist of the student, parent(s)/guardian, guidance counselor, high school principal, and the teacher(s) whose class the student failed.
3. A **Student Assistant Plan (SAP)** will be developed by the SAT at the conference arranged by the high school principal.
4. The **SAP** will consist of specific student strengths, weaknesses, responsibilities, time lines, and objectives the student needs to master in order to pass a minimum competency evaluation over the course material.
5. If the student does not meet minimum competencies determined by the SAT, they will remain on the SAP until competencies are met.
6. Testing instruments may differ but will contain the same minimum competencies the student needs to pass the course. Final determination of passing minimum competencies shall be made by the **classroom teacher/SAT**.
7. Responsibilities:
  - a) The **High School Principal** will set up and document the SAP conference and will monitor the student's progress by conferring with SAT members. It will be the responsibility of the high school principal to make recommendations concerning the SAP if SAT personnel change.
  - b) A **Designated SAT Member(s)** will carry out the SAP and inform the high school principal and parents/guardians of the progress.
  - c) A **Student** going through the SAT Process will be expected to participate cooperatively. If the student fails to participate cooperatively, he/she may forfeit an opportunity to participate in extracurricular activities. The student may also forfeit an opportunity to receive a diploma from Hartington-Newcastle Public Schools.
8. If a student fails a core course in Junior High, they will be subject to retake the course. If they fail multiple courses, they will be subject to take 7<sup>th</sup> or 8<sup>th</sup> grade over. This will be decided by the SAT team and administration approval.

Adopted by Board Action:	September 8, 1982
Revised by Board Action:	August 14, 1989
Revised by Board Action:	July 12, 1993
Revised by Board Action:	July 16, 2007
Revised by Board Action:	June 21, 2010

## **HOMEWORK PLAN**

Any 7th through 12th grade student who does not hand in his/her homework when it is due will be warned by the teacher that all work is due by 8:00 a.m. of the following day (it may be turned in prior to this time as well).

If a student fails to complete and turn in assignments by 8:00 a.m. of the next day, the teacher will place his/her name on a form that will be returned to the High School Principal before the morning classes are over. The building principal will notify the student that they must report to the teacher after school.

An attempt will be made to call the parents by the teacher to make them aware of what is expected of the student. The student must stay one-half hour regardless of whether the assignment is completed or not. The best a student can receive for a perfect (100%) paper is 90%. Late homework will be graded on a 90% scale instead of a 100% scale.

## **DAILY SCHEDULE**

### **Junior High & High School**

Warning Bell:	7:55
Period One:	8:00 – 8:47
Period Two:	8:50 – 9:37
Period Three:	9:40 – 10:27
Period Four:	10:30 – 11:17
First Lunch:	11:20 – 11:47
Period 5A:	11:20 – 12:07
Period 5B:	11:50 – 12:37
Second Lunch:	12:10 – 12:37
Period 6:	12:40 – 1:27
Period 7:	1:30 – 2:17
Period 8 (HS):	2:20 – 3:07
Period 8 (JH):	2:20 – 3:36
Homeroom (HS):	3:10 – 3:36
Detention Hall:	3:40 – 4:40 (T. & Th.)

## **TARDIES**

Arriving to class on time is an important life skill that students should master while attending Hartington-Newcastle Public Schools. If a child accumulates 4 tardies during a semester, he/she will be required to serve a one-hour detention. If detention is skipped, that student will be subject to an in-school suspension.

At 8 tardies (and every 4 tardies after), a student will attend Saturday school from 7:30 a.m. to 11:30 a.m. If Saturday School is skipped, a student will be subject to an out-of-school suspension, and those days will be made up at the end of the school year.

## **ACCELERATED READING PROGRAM**

All students will complete the requirements for the Accelerated Reading Program. See Appendix A, page 72 in back of this handbook.

## **SENIOR HIGH SCHOOL CLASSIFICATION**

Students will be classified by grade only if he/she meets certain requirements. The minimum requirements are:

- 1) to be classified as a **sophomore** is 60 credit hours.
- 2) to be classified as a **junior** is 120 credit hours.
- 3) to be classified as a **senior** is 190 credit hours.
- 4) to be classified as second semester senior a student must earn at least 200 credit hours.

## **STUDENT WITHDRAWAL FROM CLASS**

A student will have three days at the beginning of each semester to make class changes. If the student drops a class during this week, it will be considered as "withdrawal passing" (WDP). If the student drops a class after the first week, a "withdrawal failing" (WDF) grade will be recorded.

All teachers should work with the guidance department on this matter. Final decisions will be approved by principal.

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

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

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

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

## **HONOR ROLL**

**"A" HONOR ROLL** -- In order for a student to make the "A" Honor Roll, they MUST have all "A's".

**"B" HONOR ROLL** -- In order for a student to make the "B" Honor Roll, they MUST not have less than an "A" or "B" in any course.

## **GRADES AND REPORTS TO PARENTS**

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

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

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

## SPECIAL EDUCATION

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

Article 5

**STUDENTS**

Policy No. 5008

### Students

#### Student Attendance

##### Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

#### A. Attendance and Absences

1. Absences from School – Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.
  - a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

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

- b. Unexcused Absence. An absence which is not excused is unexcused. 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. Students are subject to disciplinary consequences for trancies.
2. 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, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the is enrolled in (Name) Public Schools or resides in (Name) Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;

- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or the Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district;
- and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable

The Superintendent or the Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview and in the opinion of the Superintendent or the Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home School). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. 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 of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
  
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter 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 for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child’s parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.
  
  - b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
  
  - c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.



- d. Investigation of the problem of the excessive absenteeism by the school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.
6. Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted.
7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Legal Reference: Neb. Rev. Stat. ‘79-201 and 79-209; Neb. Rev. Stat. ‘79-527

Date of Adoption: June 18, 2012

**HNPS GENERAL ATTENDANCE POLICY FOR GRADES 7-12**

More than **seven (7)** unexcused **absences** from any class or classes per semester, FOR ANY REASON, with the exception of school-sponsored activities, shall constitute loss of credit for the subjects involved. In addition, every fourth (4) tardy per class period will constitute for one of the seven (7) unexcused absences.

In case of an absence, the student must bring a **written documentation** from a parent or guardian or health care professional within 5 calendar days after returning to school.

When extended absences occur due to chronic illness, accidents or other health related problems, the student and/or parents must present a doctor's written documentation for their absence. These particular absences may, at administration's discretion, be waived from the seven (7) unexcused missed days/class sessions.

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

**I. ADVISORY PROCEDURES**

- A. Advisory letters will be sent to parents or guardians when their child has accrued 4 undocumented absences during the semester.
- B. There will be a meeting between parent(s) and student with the school principal and guidance counselor when their child has accrued 5-7 undocumented absences during the semester.
- C. After 7 undocumented absences, the parent or guardian will be notified by letter of intended action of school officials.
- D. If the student continues to be or becomes habitually truant, the principal shall file a report with the county attorney.

**II. STUDENTS RIGHT TO DUE PROCESS REGARDING ABSENTEEISM**

The following is the procedure that **must** be followed by administrators, parents and students.

**A. THE FACULTY COMMITTEE ON ABSENTEEISM**

- 1. The Faculty Committee on Absenteeism shall review all exceptions to the limitation on absences due to chronic or extended illness or reasons for similar validity on a case by case basis.
- 2. The Faculty Committee shall make their recommendation in writing to the Board of Education and Administration.
- 3. The Faculty Committee does not have the right to take credits from a student.
- 4. A request for a hearing may be filed by the student or the student's parents and presented within seven (7) calendar days if the 8th absence should occur.
- 5. A letter will be sent to parents giving notification of all absences over seven (7) in any class.

**B. THE BOARD OF EDUCATION**

- 1. The Board of Education shall exercise the sole right to take credits away from a student due to violations of the attendance policy.
- 2. The Administration and Board of Education reserve the right to ask for a medical opinion for prolonged illness or chronic illness.

**Note:** When the Board of Education waives a student's absences, the number of absences remains seven (7). For example, if a student with 5 absences is ill for 8 days, the total absences would be 13. Only 6 of these absences will be waived, leaving the student with the allowable maximum of 7 absences. Any additional absences would then cause a student to be over the 7-day limit.

### **HOMEROOMS**

Students will attend Homerooms from 3:10-3:36. Homeroom time is a common time where teachers and students are not in scheduled class sessions. This Homeroom will be used as a contact time for teachers and students who may need extra time together. In addition, it may be used as an advisory time and class or group meeting time.

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

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

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

### **SEMESTER FINALS POLICY**

All 9-12 students will take a semester final for all of their classes. The last 5 days of each semester will be considered finals week.

Adopted June 10, 2002

Amended July 21, 2008

Amended June 21, 2010

### **PERFECT ATTENDANCE**

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

### **GUIDANCE SERVICE**

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

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

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

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

## **CUMULATIVE RECORDS**

Sec. 79-2,104. SCHOOL BOARD; BOARD OF EDUCATION; OFFICIAL POLICY RESPECTING PERSONNEL FILES AND STUDENT RECORDS; RULES AND REGULATIONS; ADOPT; PUBLISH; RESTRICTIONS. The School Board or Board of Education of each school district shall adopt and publish an official policy respecting personnel files and student records, which policy shall not conflict in any manner with the rules and regulations of the State Records Administrator adopted pursuant to section 84-1201 to 84-1207. Known as the Records Management Act (Laws 1961, 1979 and 1997)

A cumulative record will be kept for each student in Hartington-Newcastle Public Schools which will include such information as: test scores, school marks, health, work experience, high school activities and any other information that will be meaningful. Individualized Educational Plans (I.E.P.) records are kept in a separate file.

This information will be available to the counselor and to the teachers so that each may better understand the student. NO information will be provided to other school systems, agencies, prospective employer or institutions of higher learning unless a release form for the same has been signed by the parents or a student (18 years old).

### **STUDENT RECORDS POLICIES AND PROCEDURES FOR THE HARTINGTON SCHOOL DISTRICT #8**

(to use in meeting the requirements of Section 99.6 of the regulations implementing the **Family Educational Right and Privacy Act of 1974**)

#### **ANNUAL NOTIFICATION**

Parents will be notified of their FERPA rights annually by publication in their child's student handbook.

or

Parents will be notified of their FERPA rights at the beginning of each new school year by mail.

Under FERPA, student records are to be kept confidential, parents are allowed access to their children's educational records and parents are allowed to challenge information kept in their children's records.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or in behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

Parents of students or eligible students may inspect and review the student's education records upon request.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

## REFUSAL TO PROVIDE COPIES

If the record involves answers to a standardized test, the District will not provide a parent a copy of standardized test questions.

## FEES FOR COPIES OR RECORDS

The fee for copies will be \$0.10 per page.

## TYPES, LOCATIONS, and CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the district maintains, their location, and their custodians.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records (former students)	Guidance Office	Guidance Counselor
Cumulative School Records K-6	Elem. Principal Office	Elementary Principal Guidance Counselor
7-12	Guidance Office	
Health Records		School Nurse
Speech Therapy and Psychological Records	Director or Special Education Office	Director of Special Education
School Transportation Records	Central Office	Superintendent
Special Test Records	Guidance Office	Guidance Counselor
Discipline or Occasional Records (student education records not identified above)	Respective Principal's Office	Respective Principal

## DISCLOSURE OF EDUCATION RECORDS

The Hartington School District #8 will disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the district as an administrator, supervisor, instructor or support staff member.
- A person elected to the School Board.
- A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultants or therapists.

A school official has a legitimate educational interest if the official is:

- performing a task that is specified in his or her position description or by a contract agreement.
  - performing a task related to a student's education
  - performing a task related to the discipline of a student
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
2. To officials of another school in which a student seeks or intends to enroll upon request of such officials.
  3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
  6. To organizations conducting certain studies for or on behalf of the district.
  7. To accrediting organizations to carry out their functions.
  8. To parents of eligible students who claim the student as a dependent for income tax purposes.
  9. To comply with a judicial order or a lawfully issued subpoena.
  10. To appropriate parties in a health or safety emergency.

**RECORD OF REQUEST FOR DISCLOSURE**  
**(Required)**

The Hartington-Newcastle Public Schools District #8 will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

**CORRECTION OF EDUCATION RECORDS**

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must ask Hartington-Newcastle Public Schools District #8 to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.

2. Hartington School district #8 may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Hartington-Newcastle Public Schools District #8 will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the students' education records. The parents or student may be assisted by one or more individuals, including an attorney.
5. Hartington-Newcastle Public Schools District #8 will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If Hartington-Newcastle Public Schools District #8 decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Hartington-Newcastle Public Schools District #8 discloses the contested portion of the record, it will also disclose the statement.
8. If Hartington-Newcastle Public Schools District #8 decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

### **DIRECTORY INFORMATION**

Within the first three weeks of each school year, Hartington-Newcastle Public Schools will publish in the Student Handbook or legal minutes or legal newspaper a list, or a revised list of the items of directory information it proposed to designate as directory information; student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photographs. The District may disclose any of those items without prior written consent, unless notified in writing to the contrary by the first day of school each year. For students enrolled after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment.

### **SCHOOL FILES**

**PUPIL, PARENTS, GUARDIAN, TEACHER, COUNSELOR, SCHOOL ADMINISTRATOR; SCHOOL FILES; ACCESS; DISCIPLINARY MATERIAL; REMOVED AND DESTROYED UPON PUPILS GRADUATION** - Any pupil in any public school, his parents, guardians, teachers, counselors or school administrators shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to Section 84-1201 to 84-1221 as cited in the Record Management Act. (Laws 1973)



**MODEL POLICY FOR REPORTING AND RESPONDING  
TO TRUANT BEHAVIOR, INSTRUCTIONAL DECISIONS AND  
MAKE-UP WORK, REPORTING LAW VIOLATIONS AND STUDENT RELEASE  
TO POLICE, AND STUDENT DISCIPLINE (LB 1250,  
GUN-FREE SCHOOLS ACT OF 1994, AND L.B. 658 OF 1995 COMPLIANCE)**

**I. REPORTING AND RESPONDING TO TRUANT BEHAVIOR**

**A.** Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report or complaint from any resident of the district, or by report or complaint as provided in this section the superintendent as the designated attendance office, believes that any child is unlawfully absent from school, he or she shall immediately investigate. 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, but need not be limited to:

1. One or more meetings between a school attendance officer, school social worker, or other person designated by the school administration if such school does not have a school social worker, the child's parent or guardian, and the child, if necessary, to report and to attempt to solve the truancy problem, unless the office or worker has documented the refusal of the parent or guardian to participate in such meetings;

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, would help solve the truancy problem;

3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, 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; and

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated 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 school social worker or other person performing the investigation shall meet with the parent or 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.

**B.** Truancy and tardiness is a violation of school rules. The services to be provided in response to trancies and tardiness shall also include disciplinary measures, including, without limitation, restriction of extracurricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, provided that alternatives to such action have been used or determined by the principal to be inappropriate under the circumstances.

**C.** If the child continues to be or becomes habitually truant, the attendance office shall serve a written notice to the person violating the compulsory attendance statutes, warning him or her to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, and then such attendance officer shall file a report with the county attorney of the county in which such person resides.

## **II. INSTRUCTIONAL DECISIONS AND MAKE-UP WORK**

**A.** Make-up work for students who are absent from school shall be governed by guidelines developed by the superintendent or superintendent's designee. The guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

**B. Make-up Work Guidelines.** The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below, which are the Superintendent's guidelines, or such other guidelines as approved from time to time by the Superintendent or the Superintendent's designee.

(1) To receive credit for work missed due to excused absences (e.g., parent requested prearranged absence, personal illness, bereavement or emergency in the family, or participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

(2) To receive credit for work missed due to an unexcused absence or disciplinary suspension, the student, upon returning to school, is responsible (a) for requesting assignments for make-up work and (b) for completing the make-up work on his/her own initiative, and on his or her own time either before or after school, by the due date. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and on whether the student displays a positive attitude towards the make-up work and a willingness to not engage in future unexcused absences or misconduct. The teacher may assign the student to different work to make-up than that actually missed, in the same subject or topic area.

(3) The date when make-up work is due will be determined by the teacher based on the content being studied and the length of student absence. Ordinarily, the student will be expected to complete work issued due to short-term absences (i.e., five days or less) within five days after returning to school. Students have one day to make up work for everyday missed. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

## **III. REPORTING LAW VIOLATIONS AND POLICE CUSTODY AND STUDENT RELEASE TO POLICE, ETC.**

**A.** Cases of law violations or suspected law violations by students will be reported to the or other proper authorities, as soon as possible.

**B.** 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 office 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.

**IV. STUDENT DISCIPLINE (Cited as the Student Discipline Act; Sections 79-254 to 79-294 (Laws: 1994; 1995; 1996)**

**A. Short-Term Suspension**

Students may be excluded by the principal or the principal's designee from school or any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
3. The following process will apply to short-term suspension:
  - (a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall 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.
  - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
  - (c) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - (d) Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall 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 shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter 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 shall attend the conference.

**B. Long-Term Suspension**

Long-term suspension shall mean the exclusion of a student from attendance in all schools, grounds and activities of or within the system for a period exceeding five school days but less than 20 school days.

**C. 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 in which the penalty s specified, the expulsion shall remain in effect for the period specified for such conduct. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

2. **Suspension of Enforcement.** 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 which the school district deems appropriate for rehabilitation of the student. 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 program. 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 the Superintendent's designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not, shall be made by the Superintendent or Superintendent's designee.

3. **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 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 Superintendent or Superintendent'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 are agreed to by the probation officer and the student, and the court permits the student to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicated, 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.

**D. Mandatory Reassignment.** Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

**E. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

1. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

- (a) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- (b) Use of violence, force, coercion, threat, intimidation, bullying, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- (c) Sexual assault or attempting to sexually assault any person.
- (d) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property or substantial value, or repeated damage or theft involving property.
- (e) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
- (f) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- (g) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (h) Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
- (i) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-801, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
- (j) Truancy or failure to attend assigned classes or assigned activities.
- (k) Tardiness to school, assigned classes or assigned activities.
- (l) 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.
- (m) Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
- (n) Repeated violation of any of the rules adopted by the school district or the school.
- (o) Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
- (p) 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.
- (q) Willfully violating the behavioral expectations for those students riding this school's transportation vehicles.

2. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

3. In addition, a student who engages in conduct on school grounds or during an educational function or event off school grounds, as follows:

- (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 firearm or other dangerous weapon,

shall be expelled for the remainder of the school year in which the expulsion 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. Such action may be modified or terminated by the school district at any time during the expulsion period.

4. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis.

5. All of the proceeding are general standards and rules that should be used as a guide by all students. Not all acts of misconduct can be itemized. Students who question whether particular conduct violations school standards or rules should consult with the school's administration. Any conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in, or a material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of students themselves or others, or which interferes with the educational environment is prohibited.

6. Any suspension or expulsion of a special education student must comply with the requirements of state and federal law.

## **F. 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 or assistant principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation and file it with the Superintendent.

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 assistant principal, 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 Superintendent or principal shall either send by registered or certified mail or by personal service to the student and the student's parents or guardian a written notice within two school days of the date of the principal's summary. 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, expulsion or mandatory reassignment including a summary of the evidence to be presented against the student as submitted by the principals or assistant principal.
- (b) The penalties to which the student may be subjected and the penalty which the principal or assistant 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 for a request for hearing to be signed by such parties and delivered to the Superintendent in person or by registered or certified mail.

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

5. In the event that the Superintendent 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 assistant principal, 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 of schools shall appoint a hearing officer.

#### **G. Hearing Procedure**

1. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent of schools. 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 or assistant principal may appoint a representative with the responsibility 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 of guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses 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, in addition to other evidence, may 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, guardians 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 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 or a student may choose not to testify and no conclusion will be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interest 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.

8. **Availability of Witnesses.** The hearing officer 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.** 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 or registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.

12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

13. **Review 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 reconvene 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. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

**H. Delegation.** The Board of Education hereby delegates to the Superintendent of Schools, or the Superintendent's designee, the responsibility for maintaining discipline in the schools and all power to act or take actions appropriate or necessary in conformance with district policy.

**I. Other District Policies.** This policy shall be construed with other existing district policies, and is intended to bring those policies into compliance with the law. This policy shall control to the extent necessary to bring the district into compliance and, in the event this or any other district policy is determined to be illegal or invalid by a court of competent jurisdiction, the policy of this school district shall be that as required by law.

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS AFFIRMATIVE ACTION REGARDING  
HARASSMENT**

**A. Elimination of Discrimination**

Hartington-Newcastle Public Schools hereby gives this statement of compliance and intends to comply all state and federal laws prohibiting discrimination. Hartington-Newcastle Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

**B. Preventing Harassment and Discrimination Of or By Students**

**1. Purpose**

Hartington-Newcastle Public Schools is committed to offering educational opportunity to students based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, students or other persons is prohibited. In addition, the Hartington-Newcastle Public Schools will try to protect students from reported discrimination or harassment by non-employees or others at school and in the educational environment.

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

- (a) 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 or create an intimidating instructional or education environment.
- (b) Sexual harassment has been 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 persons or students at school or in the classroom or educational environment.
  - (1) Sexual harassment exists when, for example, the conduct has the purpose or effect of unreasonably interfering with a student's work or educational performance or creates an intimidating, hostile, or offensive classroom or educational environment.
  - (2) 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.

## 2. Procedures

- (a) Students should initially report all instances of discrimination or harassment to their counselor or teacher. However, if the student is uncomfortable in presenting the problem to the counselor or teacher, or if the counselor or teacher is the problem, the student is encouraged to go to the next level of supervision.
- (b) If the student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) school days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Hartington-Newcastle Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Hartington-Newcastle Public Schools, the complaint may be processed to the Board of Education.
- (c) The counselor, teacher or the Superintendent of Hartington-Newcastle Public Schools for complaints which are brought to and reach the Superintendent 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 or offending employees, expulsion from school for students, etc., may be taken. Under no circumstances will a counselor or teacher threaten or retaliate against a student for alleging a violation of these policies and rules.

Adopted by Board Action: August 9, 1993

JGA

## **STUDENTS**

### **Anti-Bullying Policy**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

**Legal Reference:** Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296;  
NDE February 2003 State Board Action

Date of Adoption: June, 2004

### **The Dispute Resolution Policy**

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

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

**Dating Violence**

Hartington-Newcastle Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognize dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Date of Adoption: June 21, 2010

**DETENTION HALL**

Detention Hall will be held every Tuesday and Thursday from 3:40 p.m. to 4:40 p.m. All detentions will be **one hour** in length and must be served within seven (7) school days from the time the detention was received. If detention is not served within the seven (7) school days, it will constitute a second violation.

## Violation &amp; Consequences

1st Violation One hour detention

2nd Violation One additional hour

3rd Violation Automatic out-of-school suspension and parents must come in to meet with High School Principal

4th Violation Name submitted to Superintendent and the Board of Education with possible recommendation for dismissal.

**Tardy Detention - a tardy detention will be given to a student after 4 tardies. The detention served will be prearranged with the principal.**

## **PERMISSION TO LEAVE SCHOOL PREMISES**

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

Any student requesting to leave the school premises over the noon hour for eating purposes, must bring a medical slip from the family doctor and present it to the Superintendent of Schools.

A student that leaves the school grounds without permission of the administration will be issued a suspension from school by the building principal.

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

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

Consequences: Subject to the judgment of the administration.

**GBCD**

### **DRUG FREE SCHOOL AND COMMUNITIES ACT**

**PL 101-226**

It shall be the policy of the Hartington-Newcastle Public Schools District #8 to endorse the philosophy that the school environment should be free from the detrimental effects of tobacco, illicit drugs and alcohol. The policy of the school district is to insure student and employee safety and work place integrity and to act against the illegal or improper manufacture, possession, distribution or use of controlled substances in the work place by our employees and students. (This includes school related activities.)

Adopted: Board Action: - April 9, 1990

Revised: Board Action: -July 9, 1990

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

**PL 101-226**

## **STUDENTS**

### **TOBACCO, DRUG AND ALCOHOL POLICY**

The school district recognizes that the use, possession, distribution, or being under the influence of drugs, tobacco or alcohol illegally or improperly constitutes a hazard to the positive development of students and a substantial interference with school purposes.

1. Students are prohibited from the unlawful or improper possession, use, distribution, or of being under the influence of illicit drugs, tobacco or alcohol.
2. Disciplinary sanctions up to and including expulsion from school or suspension from extra-curricular activities and referral for prosecution will be imposed upon students who violate the aforementioned standard of conduct. Sanctions for violation thereof may include the requirement that the student complete an appropriate rehabilitation program, counseling any range of other disciplinary action, including, but not limited to, suspension or expulsion from school and/or extra-curricular activities.

3. Students shall be advised through the guidance counselor or other means such as student publications about drug and alcohol counseling and rehabilitation and re-entry programs.
4. Students and parents shall be furnished with a copy of this policy. (Grades 7-12 through student handbook)
5. Age appropriate developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol used and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades from early childhood level through grade twelve shall be developed.
6. Students shall be advised by written statements that use of illicit drugs, tobacco and the unlawful possession of and use of alcohol is wrong and harmful.
7. Compliance with the Student Drug and Alcohol Policy and all other related policies is mandatory by state and federal law. PL 101-226 (Drug Free Schools and Communities Act.)

This policy supplement and is in addition to all other policies, regulations, practices and procedures related to the improper or unlawful possession, use, distribution, or being under the influence of illicit drugs or alcohol.

Adopted: Board Action -April 9, 1990

Revised: Board Action -July 9, 1990

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

### **SCHOOL BOOKS**

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

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

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

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

**Nonfiction books** have Dewey Decimal Classification numbers which indicate the subject content of the book. They are arranged numerically by call number and checked out for two (2) weeks. The renewal period is two (2) weeks.

973 The Dewey classification number for United States History  
THO The author's last name of Thomas

**Fiction books** are alphabetically arranged according to the last name. They are checked out for 2 weeks and renewed for 2 weeks.

F Fiction  
SMI The author's last name of Smith

PB Paperback  
Cur The author's last name of Curry

SC Short Story collection  
BEC Author's last name of Becker

**Biography books** are alphabetically arranged according to the last name of the person about whom the book was written. They are checked out for 2 weeks and renewed for 2 weeks.

92 Dewey classification for biography and autobiography of one person.  
LIN The subject of the biography like Abraham Lincoln

920 Dewey classification for collective biography (several people).  
ADA Author's last name of Adams

**Reference books** include encyclopedias, almanacs, and dictionaries. Reference books are generally used in the library/media center. Students may check out reference books for one period by signing their name on the tablet at the circulation desk and identifying the title and volume number of the reference book. Reference books must be returned to the library/media center at the end of the period. The reference books are not put in the lockers, not left in the classrooms, and not taken home.

R Reference  
031 Dewey classification for encyclopedias  
WOR World Book Encyclopedia

**Magazines** Current issues are used in the library/media center only, and are located in plastic binders on the periodical rack. Back issues may be checked out for 1 week. Use the Abridged Readers' Guide to Periodical Literature to locate titles of magazines about your subject. Complete a periodical request form and ask a librarian to locate the magazines and check out the magazines.

**Newspapers** are used in the library/media center. Most back issues except Cedar County News are available for students to clip out newspaper articles. Just ask for permission to clip out the newspaper article from back issues only.

**Vertical File** is a collection of pamphlets and clippings alphabetically arranged by subjects. Materials may be checked out for 1 week. The librarian makes a list of the pamphlet titles, and places the pamphlets in a manila envelope on which the signature of the borrower and the date due is stamped.

**Audio Visual** equipment and media are available to students. The librarian will schedule and supervise the operation.

**Photocopying** of library/media materials is done at the central office. Ask the librarian for permission to photocopy and for the photocopy pass. The title of the book or magazine and your name must be written on the tablet at the circulation desk. The material must be returned to the library/media center immediately after the photocopying.

## **RETURNING LIBRARY/MEDIA MATERIALS**

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

## **CENTRAL OFFICE**

### **OFFICE PROCEDURES**

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

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

### **TELEPHONE - Excessive use of the telephone may lead to loss of phone privileges.**

Students must use the public phone. A public phone is provided outside the central office. Office phones should be used only for emergencies. Long distance phone calls are not allowed on school phones unless approved by an administrator.

Parents should call students only in emergencies. Removing students from the classroom to take a phone call is very disruptive. Parents may leave messages with the office staff who will deliver it to the students between classes.

### **CELL PHONE USAGE**

Cell phone usage during class time is disruptive and does not contribute to a positive learning environment.

Students may not use their cell phone at any point in the school day. This includes during passing periods and at lunch time.

If cell phones are seen being used or carried around, the phone will be given to the administration and parents will be contacted. For the first offense, students will be able to pick up their phone at the end of the school day. For any subsequent offense, a parent will be required to come pick up the student's cell phone.

### **SCHOOL PURCHASES**

All supplies for an organization, club, or activity must be made on a school purchase order from the central office. The purchase order must be approved by the administration. Sponsors are encouraged to purchase materials locally and pick up the materials.

### **LOST AND FOUND**

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



## WEATHER INFORMATION

### BAD WEATHER DISMISSAL

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

### FIRE DRILLS

Sec. 79-706 of Nebraska School Laws requires fire drills to be held once a month. The signal for the fire drill will be the alternate ringing of the fire alarm. Students will pass from the class room areas rapidly without talking. **ABSOLUTELY NO RUNNING**

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

### TORNADO DRILL INFORMATION

Tornado drills will be conducted at the appropriate times of the year. A continuous sounding of the fire alarm will signal a tornado drill. These simple rules should be followed:

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

### TORNADO DRILL INFORMATION FOR PARENTS AND GUARDIANS

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

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

## LUNCH SERVICES

### LUNCH PROGRAM

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

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

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

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

### LUNCH ROOM

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

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

### LUNCH SCHEDULE

There will be two eating periods during the school day. First lunch will be from 11:20 to 12:47. Second lunch will be from 12:10 to 12:37.

### BREAKFAST SCHEDULE

Breakfast will be served every morning from 7:40 to 7:55 for all grades. This breakfast program is optional.

### LUNCH BILLS POLICY

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

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

#### Lunch/Breakfast Prices

Breakfast (K-12)	\$1.50	Extra Milk	\$0.40
Reduced Breakfast	\$0.30	Reduced Meals	\$0.40
Elementary (K-6)	\$2.50	Adult/Guests	\$3.40
High School (7-12)	\$2.80	Adult Breakfast	\$2.05

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

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

## **REGULATIONS FOR SCHOOL ORGANIZATIONS**

### **DESCRIPTION OF ORGANIZATIONS**

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

### **SCHEDULING OF ACTIVITIES**

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

### **ORGANIZATIONAL OFFICES**

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

### **FUND RAISING PROJECTS**

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

### **ACTIVITY MONEY**

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

### **SCHOOL ASSEMBLY PROGRAMS**

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

### **CHEERLEADING**

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

## PEP RALLIES

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

## HOMECOMING ACTIVITIES

The Student Council works hard to provide the best activities during homecoming week. The student council starts the week with an agenda of various "dress-up" days for the students and faculty. Coronation is held the week of homecoming. The homecoming parade will be on game day. A dance follows the football game in the evening.

## DANCE POLICY

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

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

## INSTRUMENTAL RENTAL POLICY

It is the policy of Hartington-Newcastle Public Schools that all students using school instruments are liable for upkeep of the instrument. This will be handled by the instrument rent that each student pays to the school. Students owning their own instruments that are switched to school instruments by the director are not liable for rent. All students will be required to fill out an instrument rental contract to be signed by the student and the parent at the beginning of the school year.

All school instruments rent for **\$25.00 a year** and percussion instruments for **\$15.00 per year**. Each student is liable for any repair cost due to their own carelessness with any school instrument.

All students are expected to place their instruments in the storage room when not in use. All students are expected to supply their own reeds and drum sticks.

## **STUDENTS**

### **STUDENT FEES POLICY**

The Board of Education of Hartington-Newcastle Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2017-2018 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

## 2) Personal or consumable items and miscellaneous

(a) Extracurricular Activities: Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

### (b) Courses

(i) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

(iv) Music Course Materials: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking: Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities - Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs,

softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities - Fees for Participation. Any fees for participation in extra-curricular activities for the 2017-2018 school year are further specified in Appendix "1". Admission fees are charged for extracurricular activities and events.

(5) Postsecondary Education Costs. Students are responsible for Postsecondary education costs. The phrase "Postsecondary education costs" means tuition and other fees only associated with obtaining credit from a Postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive Postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a Postsecondary Educational Institution.

(6) Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in Before-and -After-School or Prekindergarten Services. Student are responsible for fees required for participation in before-and-after-school or Prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs

shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) Postsecondary education costs, and (3) summer school or night school.

#### CERTIFICATION

On the 15<sup>th</sup> day of August, 2005, the school board held a 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 2015-2016 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 meetings laws.

Superintendent or Other Authorized School Official

#### Legal References:

Neb. Rev. Stat. §§ 79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Ne. Constitution, Article VII, section 1  
Neb. Rev. Stat. §§ 79-241, 79-605, and 79-611 (transportation)  
Neb. Rev. Stat. §§ 79-2,104 (student files or records)  
Neb. Rev. Stat. § 79-715 (eye protective devices)  
Neb. Rev. Stat. § 79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. § 79-1104 (before-and-after-school or Prekindergarten services)  
Neb. Rev. Stat. §§ 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: June 10, 2002

Amended: July 21, 2003



**Article 5                  Student Fee Policy                  Policy No. JN**  
**Appendix “1” to 2017-2018 Student Fees Policy of**  
**Hartington-Newcastle Public Schools**  
**Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music - Optional band courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a “gig bag”, etc.) Limited instruments available for use by any student.
Elementary Honor Choir	Uniform	Not to exceed \$50.00
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None - necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None - costs of school sponsored class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specified Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirts
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music Optional band courses	Musical instruments	Musical instruments and accessories (reed, valve oil, etc.) Limited instruments available for use by any student. All school instruments rent for \$25.00 a year; percussion instruments for \$15.00 per year. Each student is liable for any repair cost due to their own carelessness with any school instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None- necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None-Any post-secondary education costs are to be paid directly by students to the college.
College entrance test and preparation	Prep programs & tests	Cost of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT tests, and ACT test, are optional and to be paid directly to the private companies involved.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase a Season Pass for \$25.00 and adults for \$40.00. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic
Volleyball Football Cross Country Boys Basketball Girls Basketball Girls Golf Boys Golf Track - Boys & Girls Cheerleading	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, forearm pads, and personal medical devices (braces, orthopedic inserts, etc.)
Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	Attendance is optional at State, National, and other conventions and is subject to mileage, lodging, and related market cost fluctuations all subject to reductions based on fund-raising activities	Maximum \$2000.00 Annual dues not to exceed \$50.00 per club

National Honor Society	State and National dues, meals and activities Shirts	Annual dues not to exceed \$50.00 per club
Student Council	State and National dues, meals and activities Shirts	Annual dues not to exceed \$50.00 per club
<b>Social &amp; Recognition Activities</b>		
School plays, musicals, and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	\$25.00 per event
Class dues		None
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) Is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elected to participate in such activities
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2000.00 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

## **SEASON TICKET INFORMATION**

Students and adults are encouraged to purchase activity tickets at the beginning of the school year. The prices for season passes are **\$25.00** for students and **\$40.00** for adults. Your season passes **WILL NOT** be honored neither at invitational tournaments nor at activities sponsored at other schools.

**Senior citizens** will be issued free passes to attend all events held at Hartington-Newcastle Public Schools.

## **MONEY AND VALUABLES**

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

## **USE OF SOFT DRINKS AND CANDY**

Soft drinks and candy will not be allowed in the regular classroom areas unless the teacher receives permission from the building principal.

## **SCHOOL PROPRIETARY RIGHTS**

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

## **SCHOOL LOCKERS**

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

## **VISITOR TO OUR SCHOOL**

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

## **STUDENT DRESS**

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

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

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

## **SHORTS POLICY**

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

## **TRANSPORTATION REGULATIONS**

### **VEHICLES**

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

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

### **INTERSCHOOL ACTIVITY TRIPS**

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

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

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

## SCHOOL BUS

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

### IMPORTANT NOTICE:

If the conduct of a student or students is such that it jeopardizes the safety of the other children--the parents will be contacted and if improvement does not take place, the Board may follow through with the action of suspending students from riding the bus.

## **BUS SAFETY**

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

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

#### **FOLLOW THESE RULES**

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



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

1. First Offense: Verbal warning from bus driver.
2. Second Offense: Written notice and phone call to parents from Principal or Superintendent.
3. Third Offense: Written notice and phone call to parents from Superintendent and loss of bus riding privileges.

### **SCHOOL TRANSPORTATION AND SEVERE WEATHER**

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

## **STUDENTS AT SENIOR STATUS**

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

## **SENIOR COLLEGE DAY**

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

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

## **JUNIOR COLLEGE DAY**

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

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

## **SENIOR WORK PERMITS**

A work permit allowing a student to leave school for the purpose of employment will be granted only according to the following conditions:

1. The student must be a senior or be involved in a school-sponsored program.
2. The student will work only during learning center.
3. The job must be administered only through state or federal agencies, such as the Job Partnership Training Act (JPTA) or through the Experience Based Career Education Program.



## **SENIOR FUNDS**

The senior class, before it is dismissed from school, will hold a class meeting with the advisor. The purpose of the meeting will be to recommend suggestions as to how the remainder of their class funds will be spent.

The class officers will make a record of the final decision and record it in the minute's book. The senior class officers will meet with the Superintendent of Schools to determine how the funds will be spent. REMEMBER, BY LAW ALL FUNDS ARE UNDER JURISDICTION OF THE BOARD OF EDUCATION.

## **SENIORS LAST DAY OF SCHOOL**

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

## **SENIOR BREAKFAST AND COMMENCEMENT PRACTICE**

It is tradition for the senior class to hold a senior breakfast followed by commencement practice. The date and times for both will be determined by the administration.

## **SENIOR CLASSIFICATION AND GRADUATION REQUIREMENTS**

Only **senior students** who have completed enough credits to be classified as second semester senior will be able to take part in graduation exercises and receive a Certificate of Attendance. Upon completion of credit requirements, a diploma will be awarded.

Currently a senior needs two hundred (**200**) credits by second semester in order to participate in graduation exercises. (Refer to Board Policy IKF BB)

**IKFA**

## **HARTINGTON-NEWCASTLE PUBLIC SCHOOLS POLICY ON EARLY GRADUATION**

It is recognized that for reasons of age, ability, opportunity, and need, a student who otherwise meets the requirements for graduation may wish to graduate early.

It shall be the policy of Hartington-Newcastle Public Schools to allow early graduation for any student who otherwise meets the prescribed requirements for graduation. The student must file a written request which is approved first by the Student Assistance Team (S.A.T.) and subsequently by the Superintendent and Board of Education.

## **PROCEDURE FOR EARLY GRADUATION**

In order to graduate early, students will:

1. Meet with the guidance counselor to assess/design their completion plan for fulfilling graduation requirements and complete an application form.
2. Make formal application to the Student Assistance Team (chaired by the high school principal) at least one semester in advance of the planned completion date.
3. Participate in the Student Assistance Team (S.A.T.) meeting in which the application is approved or denied. Minimum S.A.T. members shall be the student, his or her parent(s) or guardian, the high school principal and guidance counselor and at least one teacher with direct knowledge of the student's ability to fulfill the requirements of early graduation.

Adopted by board Action: June 4, 1996

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS DISTRICT #8**  
**POLICY ON GRADUATION CREDITS AND PARTICIPATION IN EXERCISES**

Only senior students who have completed enough credits to be classified as a second semester senior will be allowed to take part in graduation exercises and receive a Certificate of Attendance. Then upon completion of credit requirements (or an appropriate IEP in the case of students with verified disabilities) a Diploma will be awarded. (See Policy IGBA-1, Item #10.)

The total number of credits needed to graduate will be located in the current Hartington-Newcastle Public Schools 7-12 Student/Parent Handbook.

Adopted: May 6, 1981  
Revised: February 13, 1984  
Revised: July 11, 1989  
Revised: February 8, 1993  
Revised: July 1, 1997

**HEALTH SERVICE**

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

**STUDENT ACCIDENTS**

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

**MEDICATION POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

## **GUIDELINES FOR HEAD LICE**

In order to:

- \*Better control a nuisance condition
- \*Reduce absenteeism due to head lice
- \*Involve parents as partners with the school in control efforts

1. Children will be sent home from school for live head lice or for the presence of nits (the eggs, or casings of head lice). This school supports a nit-free policy. Nit removal is needed for effective management of the condition.
2. The school nurse will provide written treatment information and instructions, including how to check for and identify head lice.
3. The child with head lice may return to school the day after treatment has been given.
4. A child who has been sent home from school due to head lice must come to the office with a note stating that treatment has been given and for inspection of remaining head lice by the school nurse or other school personnel if the school nurse is not available.

5. A second treatment for head lice should be given in 7 to 10 days after the first treatment. A note must be brought to school indicating the second treatment has been given, and a repeat inspection done before returning to class.
6. Families must report head lice to the school nurse or school officials.
7. Classroom-wide or school-wide head checks will be performed as needed in order to control the condition at school

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

The student with the temperature of 100 degrees or more

The student with an undiagnosed rash/skin lesion (Exception: if the student is taken to a physician, he/she may be readmitted with the doctor's written permission stating the rash is not contagious.)

Head lice

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

- \*Inflamed red eyes and/or drainage
- \*Vomiting and/or diarrhea
- \*Frequent persistent cough
- \*Earache and/or drainage from the ear
- \*Questionable illness or injuries that may require evaluation by a physician
- \*Sores that appear infected or are draining

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

### Readmission

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

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

## **SCREENING OVERVIEW**

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

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

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

## TRADITIONS

### STUDENT CREED

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

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

### SCHOOL COLORS

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

### SCHOOL MASCOT

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

### A STUDENT CODE

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

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS  
DISCIPLINARY AND TARDY REFERRAL FORM**

**STUDENT:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**Date Issued By the Building Principal:** \_\_\_\_\_

**Describe The Nature Of The Problem:**

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**How many private conferences did you have with this student before you issued the disciplinary or tardy referral?**

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**Do you have documentation of the conference (s)?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**List the dates of the conferences:**

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**Teacher Response:**

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**Student Response:**

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**Student Must Read and Sign**

I have read this referral and understand it will be turned into the building principal. I understand all detentions will be **one hour** in length and must be served within 10 school days from the time the detention was received. If detention is not served within the ten school days, it will constitute a second violation. I understand this is stated in the 2016-2017 Student Handbook on page 43.

\_\_\_\_\_  
Teacher's Signature

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

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS  
 COURSE OFFERINGS  
 2017-2018**

**REQUIRED-9**

English I  
 Physical Science  
 Algebra I or Pre-Algebra  
 Physical Education I

**REQUIRED-10**

English II  
 Biology  
 Geometry or Algebra

**REQUIRED-11**

English III  
 American History II  
 Integrated Science or Chemistry

**REQUIRED-12**

English IV or/Applied Communications  
 Government

\*All students are required to take at least one social studies course during their 9<sup>th</sup> & 10<sup>th</sup> grade years.

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**ART**

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

**FOREIGN LANGUAGE**

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

**BUSINESS**

Accounting ..... 10-12  
 Accounting II ..... 11-12  
 Personal Finance ..... 11-12  
 Business Math ..... 10-12  
 Business Technology ..... 10-12

**INDUSTRIAL TECHNOLOGY**

\*Woods I..... 9-12  
 \*Metals I ..... 9-12  
 \*Electricity ..... 10-12  
 \*Small Engines ..... 10-12  
 CAD ..... 11-12  
 \*Woods II ..... 10-12  
 \*Metals II..... 10-12  
 Construction..... 11-12  
 \*One Semester Course

**COMPUTER SCIENCE**

Computer Application II ..... 9-12  
 Advanced Computer Applications ..... 10-12  
 Operating Systems/Networking ..... 10-12

**FAMILY & CONSUMER SCIENCE**

Health Careers..... 10-12  
 \*Clothing and Textiles ..... 9-12  
 \*Housing/Home Furnishings ..... 10-12  
 Nutrition and Food ..... 9-12  
 Parenting/Child Development ..... 11-12  
 \*One semester courses

**ENGLISH**

English I..... 9  
 English II..... 10  
 English III-American Literature (1<sup>st</sup> Sem) ..... 11  
 English III – Speech (2<sup>nd</sup> Sem)..... 11  
 Applied Communications..... 12  
 English IV ..... 12  
 Creative Writing..... 9-12  
 Advanced Speech..... 10-12  
 Yearbook..... 11-12

**MATH**

Pre-Algebra ..... 9  
Algebra I ..... 9-12  
Algebra II ..... 10-12  
Geometry..... 9-12  
Trigonometry ..... 11-12  
Calculus..... 12  
Business Math ..... 11-12  
Integrated Math II ..... 10-12

**MUSIC**

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

**PHYSICAL EDUCATION**

Physical Education I..... 9  
Physical Education III ..... 10-12  
Strength Training ..... 10-12

**SCIENCE**

Physical Science..... 9  
Biology..... 10  
Chemistry ..... 11-12  
Physiology..... 11-12  
Physics ..... 12  
Medical Terminology..... 10-12  
Integrated Science ..... 11-12

**SOCIAL STUDIES**

World History ..... 9-10  
American History II ..... 11  
Government..... 12  
Psychology ..... 12  
\*Economics..... 9-10  
\*Geography..... 9-10  
\*One semester courses

**AGRICULTURE SCIENCE**

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

**OTHER ELECTIVES**

Experience-Based Career Education (EBCE) ..... 11-12  
(Requires two periods per day)

**JUNIOR HIGH COURSES**

Science ..... 7-8  
Math ..... 7  
Pre-Algebra..... 7-8  
Social Studies..... 7-8  
Physical Education..... 7-8  
Independent Study ..... 7-8  
Language Arts ..... 7-8  
\*Music ..... 8  
\*Art ..... 8  
\*Life Skills..... 7  
\*Computer Apps ..... 7-8  
\*Financial Literacy ..... 8

\*One Semester Courses

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A student may take courses over the Internet or On-Line. A student will need to make an appointment with the guidance counselor or principal to review the course descriptions. These are independent course offered through the University of Nebraska-Lincoln and APEX. A student may take the course through the Learning Center with special permission from the Principal’s Office. For more information on this program, please call the guidance office or principal.



## Hartington-Newcastle High School Accelerated Reading Program

Our goal for school improvement is to improve our students' reading comprehension. This program is a component to help students to improve their reading comprehension. Listed below are the Accelerated Reading (AR) requirements for the 7-12 students.

- 1) Students will take a STAR AR reading level test to see what reading level they are at. This test will develop baseline data for their English classes. The English teachers will monitor the test.
- 2) Students will select an AR book in the library that is in their reading level from the STAR test.
- 3) Students are encouraged to have their books with them throughout the school day.
- 4) The program is monitored by the School Librarian, 7-12 English teachers, and Learning Center teachers. Students will take reading tests with the School Librarian (1<sup>st</sup> Period or LC)
- 5) Students must accumulate 8 accelerated reader points for each quarter, 16 points by the end of each semester. Points from the 1<sup>st</sup> semester will not carry over. Students will be graded quarterly by their respective English teachers. This grade will be a minimum of 5 percent of their English grade.
- 6) The deadline for students accumulating their 8 AR points is the end of the quarter for the first, second, and third quarters. In the fourth quarter, the deadline will be two weeks before the last day of school. Any students who do not accumulate 8 points by the deadline will be assigned to the after school "Reading Club" until their points are completed.
- 7) When students complete their points for the quarter/semester they will still be required to read during reading time. They may read another AR book or read school appropriate materials, including magazines, newspapers, or textbooks.
- 8) Students will be reading daily for 10 minutes. Listed are the periods and times scheduled.  
Monday's: 1<sup>st</sup> – 8:00 – 8:15  
Tuesday's: 2<sup>nd</sup> – 8:50 – 9:05  
Wednesday's: 3<sup>rd</sup> – 9:40 – 9:55  
Thursday's: 4<sup>th</sup> – 10:30 – 10:45  
Friday's: 5A – 11:20 – 11:35  
5B – 11:50 – 12:05