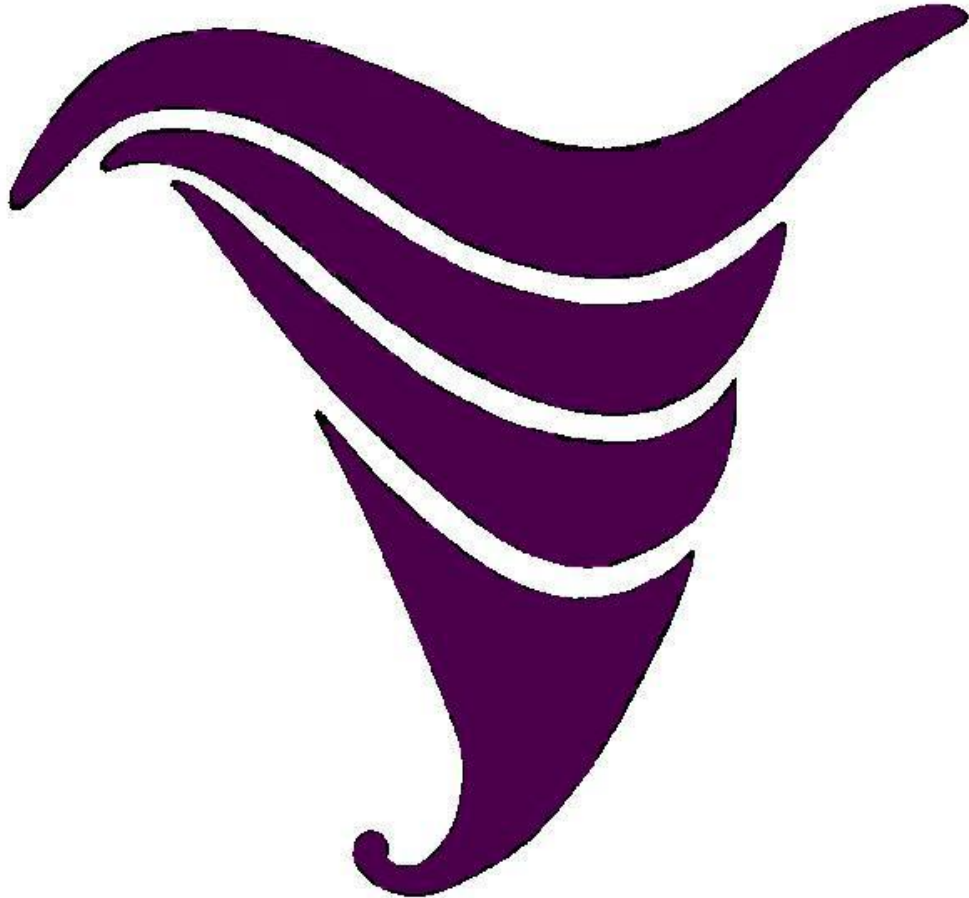


# **Holdrege High School**

## **STUDENT-PARENT HANDBOOK**



**2019-2020**

## **TO THE STUDENTS AND PARENTS OF HHS:**

Welcome to Holdrege Senior High School, one of Nebraska's finest schools! We hope you will enjoy your year with us, and that the time spent will be profitable and educational as well as enjoyable.

As you proceed through your high school years, an important period of your life, a vast array of wonderful opportunities awaits you. Those who have been associated with our school in the past are proud of it and its supporting community. HHS graduates have a right to be proud! Those who have achieved high honors in so many areas did so because they studied and worked hard.

Everyone needs to be proud to be a "Duster." It is imperative that ALL students contribute to the building of a better school that will lead to a better community, state and nation. It is your time in history to become actively involved in the shaping of a positive future. This will only be achieved through hard work, perseverance, dedication and cooperation.

It is essential that today's student practice the fourth "R" – RESPECT. We must continue to strive to bring a change in the area of our society. It must begin here at HHS. The future is in your hands – make the best of it!

This is your school. Put forth your best and the best will return to you.

Robert Drews  
Principal  
Holdrege High School

### **HOLDREGE HIGH SCHOOL FIGHT SONG**

#### **“HAIL TO THE VARSITY”**

**HAIL TO THE VARSITY,  
CHEER THEM ALONG THE WAY,  
ONWARD TO VICTORY,  
MAY WE WIN THIS GAME TODAY,  
SO – GIVE – A CHEER FOR THE VARSITY,  
LONG MAY THEY REIGN SUPREME,  
SHOUT ‘TILL THE ECHOES RING,  
FOR THE GLORY OF OUR TEAM**

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**“Always bear in mind that your own resolution to succeed is more important than any other.”**

**– Abraham Lincoln**

## Foreword

### **Section 1 Intent of Handbook**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students and the educational program. 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.

Holdrege Public Schools Board of Education has all policy documents available to the general public either through printed copy by individual request at our Central Office, 505, 14<sup>th</sup> Ave. Holdrege, NE 68949, or through access via our district website ([www.dusters.org](http://www.dusters.org)) following the “Board of Education” link on the left hand menu.

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

Tim Gustafson  
Shaun Jensen, President  
Teresa Kroll

Alex McClymont  
Brian Rust  
Mike Waller

### **Section 3 Holdrege High School Administrative Staff**

<u>Name</u>	<u>Position</u>	<u>Phone Contact</u>
Todd Hilyard	Superintendent	308-995-8663
Robert Drews	Principal	308-995-6558
Scott Schoneman	Activities Director	308-995-6558
Julie Freburg	Guidance Counselor	308-995-8988

## Section 4 Teaching Staff

<u>Name</u>	<u>Area</u>
Chad Bailey	Social Studies
Laura Beerman	Language Arts
Tom Brestel	Science
Bruce Bricker	Physical Education
Ashley Brock	Vocal Music
Sue Christensen	Alternative Program
Dawn Clayton	Science
Ryan Enchayan	Science
Angie Gibreal	Resource
Jason Hale	Business
Jonathan Halvorson	Instrumental Music
Pat Hellriegel	Physical Education
Thomas Hoyt	Industrial Technology
Chris Karn	Business
Jon Karn	Physical Education
Don Kosmicki	Computer
Rita Kreutzer	Speech Therapy
Tonya McCroden	Language Arts
Allisha Melroy	Language Arts
Jeff Moore	Vocational Agriculture
Teresa Moore	Resource
Kris Olson	Language Arts
Polly Pearson	Mathematics
Kirsten Prickett	World Languages
Jessica Samuelson	World Languages
Nancy Schutz	World Languages
Danielle Stara	Mathematics
Hannah Steen	Language Arts
Christine Stratman	Resource
Dylan Sullivan	Phys. Educ./Study Hall
Diane Titus	Mathematics
Todd Veal	Social Studies/Resource
Nancy Wiese	Art
Darla Windholz	Family Consumer Science

## Section 5 Support Staff

<u>Name</u>	<u>Position</u>
Peggy Perry	Principal Secretary/Receptionist
Linda DiGiovanni	Activities Secretary
Pat Nelson	Guidance Secretary
Lillian Buettner	Paraprofessional
Mark Butler	Paraprofessional
Joanne Chesterman	Paraprofessional
Julie Puls	Paraprofessional
Michelle Rawson	Media Paraprofessional
Deb Gager	Head Custodian
Jason Low	Custodian
Kevin Schroder	Custodian



## **Section 6 School Year**

Classes will meet regularly starting at 7:00am on Tuesday, August 15, 2019. The last day of school for the 2019-2020 school year is scheduled for Thursday, May 20, 2020. See the calendar included in this handbook for specific details.

# **Article 1 – Mission and Goals**

## **Section 1 School Mission Statement**

*“The mission of the Holdrege Public Schools is to prepare students to be life long learners and productive, responsible citizens by providing a quality education in cooperation with family and community.”*

## **Section 2 Goals and Objectives**

The goals and objectives of Holdrege High School are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunities for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school’s efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

The Holdrege High School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 Complaint Procedures**

Realizing that students, parents/guardians or patrons will occasionally have concerns, the affected parties are encouraged to first contact the individual instructor or administrator before contacting the superintendent or board members. The chain of command will facilitate the resolving of most concerns in a smooth and expedient manner.

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### 1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### 2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## Article 2 – School Day

### Section 1 Daily Bell Schedule

Holdrege High School 2019-2020 Regular Bell Schedule (M-TH)		Holdrege High School 2019-2020 Friday Bell Schedule	
Period 0	7:00 - 7:50	Period 0	7:15 - 7:50
Period 1	8:00 - 8:50	Period 1	8:00 - 8:35
Period 2	8:53 - 9:43	Period 2	8:38 - 9:13
Period 3	9:48 - 10:38	Period 3	9:18 - 9:53
Period 4	10:41 - 11:31	Period 4	9:56 - 10:31
Period 5 / Lunch	11:31 - 12:54	Period 5	10:36 - 11:11
1 <sup>st</sup> Lunch 11:31-12:01 / 2 <sup>nd</sup> Lunch 12:24-12:54		Period 6 / Lunch	11:11 - 12:19
Period 6	12:59 - 1:49	1 <sup>st</sup> Lunch 11:11-11:41 / 2 <sup>nd</sup> Lunch 11:49-12:19	
Period 7	1:54 - 2:44	Period 7	12:24 - 12:59
Period 8	2:47 - 3:37	Period 8	1:02 - 1:37

### Section 2 Mass Communication

Holdrege Public Schools utilizes a school-to-household communication service that enables school administrators to schedule, send, and track personalized messages to staff, students and parents in just minutes, ensuring that they all receive the same message quickly through a single phone call.

- Announcements & Information** – The primary phone number you have listed with HPS will receive a call
- Emergencies & School Closing** – All phone numbers you have listed with HPS will receive a call

### Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in when weather concerns dictate. Representatives of the Superintendent’s staff will notify local news media, including Radio Station KUVR Holdrege, Television Station KHGI Channel 13 Kearney, as well as posting information at [www.holdregedusters.org](http://www.holdregedusters.org) and contacting parents through Infinite Campus Messenger when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

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

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

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

#### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

### **Section 4      Open/Closed Campus**

Holdrege High School has a combination Open/Closed campus during lunch. Beginning with the 2010-2011 school year, all 9<sup>th</sup> and 10<sup>th</sup> Grade students have been assigned Closed Campus, while Junior and Senior students may have open campus. There will be a split lunch period to accommodate the number of students required to stay on campus. Parents of freshmen or sophomores may allow their students to leave for lunch by checking them out of the office in person or via e-mail up to 1 semester in advance. Students may choose to eat a lunch at school, bring their lunch to eat at school, or leave the building for lunch. Students need to put money in their account if they eat at school. Students are reminded that their behavior in the community is observed each day by the public. Inappropriate behavior or excessive tardies at noon may result in the loss of open campus privileges or lunch detention for any students enrolled at HHS.

### **Section 5      Building Entry and Movement**

Students involved in special activities before 7:30am or after 4:00pm must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. During school time, students may be permitted to leave a classroom for specific purposes with permission of the instructor. A pass signed by the instructor is required. Each teacher will maintain a sign out sheet in their room. Failure to follow guidelines may result in the loss of privileges or disciplinary action.

### **Section 6      Signing Out of the Building**

Students are expected to sign in and out of the building if not arriving or leaving at the usual times. Failure to do so may result in disciplinary actions. Only personnel in the Office may grant permission to leave the building if there has not been a contact from parents or guardians. Students will not be allowed to leave campus without office contact from a parent/guardian for permission.

## Article 3 - Use of Building and Grounds

### Section 1 Visitors

Visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's badge. In the interest of updated security procedures, this practice will be all inclusive. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visits by students from other schools are discouraged and must be approved in advance by the administration.

### Section 2 Parking of Cars

Students may park in any parking stall except those reserved for school employees, guests, busses and persons with handicaps. All students will be required to obtain a parking permit from the office by registering their vehicle(s). Failure to follow procedures may result in the loss of parking privileges, fines, towing of vehicles or other disciplinary action.

### Section 3 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### Section 4 Care of School Property

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

Fines are determined on books according to the following criteria:

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

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### Section 5 Lockers

All students will be assigned a hallway locker in which to keep their materials. Lockers will be assigned to students by the Office and are not to be changed without permission from the Office. Students are encouraged to keep lockers locked at all times, as the school is not responsible for items stored in lockers. Students should report any locker damage to the Office.

## **Section 6 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assistance of law enforcement and their resources may be utilized by school staff. The school also reserves the right to utilize breathalyzers or other such equipment prior to admittance to any school function at which the administration has concerns about the use of alcohol.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 7 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 8 Use of Telephone**

Students may use the desk phone in the principal's office only after having received permission from the administration or office personnel.

## **Section 9 Use of School Facilities**

The policy for use of school facilities is under the direction of each building principal. It shall be the principal's duty to determine to whom and for what purposes school facilities and/or equipment may be made available. A rental fee schedule has been established. Refer to Board Policy #1100 Community Use of Facilities & Vans for more information.

## **Section 10 Student Valuables**

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

## **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the Principal or his/her designee. Student injury or illness is a responsibility of the parent.

## **Section 13 Laboratory Safety Glasses**

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

## **Section 14 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Information about student insurance is offered to every student.

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school. We further encourage all families to have accident coverage on their children prior to participation in any sports or school sponsored activity. Holdrege Public Schools provides the opportunity for families to access optional insurance coverage via Student Assurance Services, Inc. An explanation of the cost and benefits is explained in the brochure and premium envelope. If you feel your insurance is adequate, simply sign the Insurance Waiver section that can be found on the Handbook signature page.

## **Section 15 Announcements and Bulletin Boards**

All announcements must be approved by the administration. They are distributed digitally to all students and staff by the end of the morning. It is the student's responsibility to check the digital bulletin daily for announcements. The announcements are also posted daily by the Office and on the school's website.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution must be approved by administration. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 16 Copyright and Fair Use Policy**

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

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

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

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

## Article 4 - Attendance

### Section 1 Attendance Policy

Regular and punctual student attendance is required. Nebraska school law requires students to attend day that schools are open and in session, except when excused by school administrators, and that the school term be not less than 1080 hours for secondary students and 1032 hours for elementary students. The Board's policies require such attendance and adhere to state law. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

### Section 2 Attendance and Absences

School Excused and NOT School Excused Absences. An absence from school will be reported as: (a) a school excused absence or (b) NOT school excused.

1. School Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. Parental approval does not guarantee a school excused absence. All absences, except for illness and/or death in the family, require advance approval. An excused absence for any of the following reasons may be recorded, provided the required procedures have been followed. Documentation may be requested for any of the following:

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. Illness which causes a student to be absent from school.
- c. Doctor or dental appointment which require student to be absent from school.
- d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- e. School sponsored activities which require students to be absent from school. (*EXEMPT from Semester Count*)
- f. Family trips in which student accompanies parent(s)/legal guardian(s).
- g. Other absences which have received prior approval from the Principal.

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

2. NOT School Excused Absences: If a student's absence is unexcused (NOT School Excused = Truant) the student may receive zeros for any class work missed during the absence, and will be required to serve detention time for credit.

A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. §79-201 and is subject to disciplinary consequences. Students who leave assigned areas without permission during the school day will be considered truant.

3. Absence Procedures. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parent excuse, is issued by the Principal's office. Immediately upon returning to school, the student should report to the office with his/her planner and a note explaining the absence. After the note or phone call from a parent has been received, the planner will then be stamped as either verified or unexcused. Any absence not verified by parents and administration will be marked as unexcused.



**Tardy Policy.** Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them.. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. A record of tardies will be kept in the Office. Students will be allowed 3 tardies per class per semester. After 3 tardies, every 3 tardies thereafter will result in 1 absence being added to the semester total for that class. Students arriving more than 19 minutes late to class on Regular Schedule days or more than 14 minutes late to class on shortened period days will be counted as absent and must follow the absence procedures

**Leaving School or Class.** **Students who leave school for any reason during the school day must check out at the main office before leaving.** Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

**Early Withdrawal** – A person who has legal or actual charge 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 mandatory attendance provided legal requirements are satisfied and board policies are followed.

### **Section 3 Excessive Absence**

Students are expected to attend class on a regular basis. In order to emphasize the relationship between attendance and academic success, credits toward graduation will be awarded based on attendance. Students who attend 90% or more of the scheduled class sessions will be awarded the full 5 credits towards graduation if they achieved a passing grade. Students who attend 80%-89% of the scheduled class sessions will be awarded 4 credits towards graduation if they achieved a passing grade. Students who attend 70%-79% of the scheduled class sessions will be awarded 3 credits towards graduation if they achieved a passing grade. Students who attend less than 70% of the scheduled class sessions and still achieved a passing grade may have 2 credits towards graduation awarded upon approval of a committee consisting of the Principal, Counselor and Teacher of that particular class.

#### Attendance-Credit Scale per Course

90% Attendance	=	5 Credits
80%-89% Attendance	=	4 Credits
70%-79% Attendance	=	3 Credits
<70% Attendance	=	2 Credits if approved by Committee

*\*Students may have the opportunity to earn back attendance credit by serving detention as arranged by the administration.*

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” The administration may also designate a student as having excessive absences by figuring a combination of excused and unexcused absences. When a student has excessive absences, the following procedures shall be implemented:

- a. Verbal or written communication by school official with the person or persons who have legal or actual charge or control of any child; and
- b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - i. Illness related to physical or behavioral health of the child
  - ii. Educational counseling
  - iii. Educational evaluation
  - iv. Referral to community agencies for economic services
  - v. Family or individual counseling
  - vi. Assisting the family in working with other community services

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

#### **Section 4      Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. In the case of planned absence for activities, students will be expected to complete work prior to leaving school unless other arrangements have been made with the classroom teacher. If make-up work is not completed, students will receive no credit for the work required. In general, two school days will be allowed to make up work for each unplanned day missed, with a maximum of 10 days allowed to make up work. Classroom teachers or administration may make exceptions. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

#### **Section 5      Attendance is Required to Attend or Participate in School Activities**

Students must attend school all day the day of any scheduled school activity in order to attend or participate in the activity. This includes athletic contests, practices and dances. Failure to attend school during the day will result in a student being excluded from attendance or withheld from participation in the activity. Absences for school-sponsored activities, medical appointments, or other exceptions to this rule and must be cleared with the administration in advance. If the activity is a Saturday activity and the student is absent on Friday, the student must have an excuse for the Friday absence by the end of the school day on Friday verified by the parent or guardian. The Principal retains the right to grant attendance/participation should exceptional circumstances prevail.

#### **Section 6      Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

##### Reporting and Responding to Excessive Absences and Truant Behavior.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences and truancy, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated the designated number of absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student accrues excessive absences as herein defined.

## **Article 5 - Scholastic Achievement**

#### **Section 1      Admission to Holdrege High School**

Students who have completed the curriculum of the eighth grade of Holdrege Middle School, either through regular coursework or accelerated performance in the HAL program, will be admitted to Holdrege High School. Students transferring from another school are admitted to full standing upon receipt of official transcripts.

NCA-AdvancEd accredits Holdrege High School and colleges and universities recognizing NCA-AdvancEd accept our graduates. Holdrege High School is also fully accredited by the Nebraska Department of Education.

#### **Section 2      Home Schooled Students**

Home schooled students may attend classes and participate in activities offered at Holdrege High School. Home schooled students will be required to meet the same requirements as full time students for participation in athletics. Home schooled students will be permitted to attend classes at Holdrege High School. In the case of classes that reach capacity due to space, facility or prudence, we reserve the right to give priority to full time students, and then to students of the most appropriate grade level.

### Section 3 Grading System

Students will receive letter grades on report cards and transcripts. Each teacher will define the grading procedures to be used in their classes. The following scale will be used to assign letter grades and a grade point average from a percent:

A+ 98-100	A 95-97	A- 93-94	B+ 90-92	B 88-89	B- 85-87
C+ 82-84	C 79-81	C- 77-78	D+ 75-76	D 73-74	D- 70-72
F 0-69					

### Section 4 GPA Calculation Policy

- All courses that are created to earn 5 credit hours per semester are included.
- $A = 4 / B = 3 / C = 2 / D = 1 / F = 0$
- Satisfactory (S), Unsatisfactory (U), and Pass (P) grades are not included in GPA. Courses taken for college credit are not included.
- Any course repeated is only counted once
- Divide total points by number of courses taken
- GPA's are calculated to the nearest hundredth.
- There is no weighting of courses
- Total GPA is reported unless otherwise specified.
- Transcript does not change if course is retaken
- Students with modified grades will not be included in class rank and GPA comparison. GPA's calculated on modified grades are not reported unless requested.

### Section 5 High School Graduation Requirements

Traditional Diploma

To participate in commencement exercises or receive a traditional Holdrege Public Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Holdrege High School and receive a traditional diploma must accumulate 230 credits. The total graduation requirements must include the following core curriculum:

Language Arts 4 years of English 1 semester of Speech	45 credits
Science 1 year of Physical Science 1 year of Biology	30 credits
Mathematics	30 credits
Information Technology (Computer Applications)	5 credits
Social Science 1 year of American History 1 year of American Government	30 credits
Physical Education	15 credits

## Performance Based Diploma

To participate in commencement exercises or receive a performance based Holdrege Public Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Holdrege High School and receive a performance based diploma must accumulate 200 credits of which at least 80 percent shall be from the core curriculum.

Language Arts	40 credits
Science	30 credits
Mathematics	30 credits
Social Science	30 credits
Physical Education	10 credits
Vocational/Work study	10 credits
*GED or other approved adult education program	50 credits

\*GED hours may be counted as elective or core curriculum hours.

## Section 6 Courses Offered at HHS

The Registration Manual contains a complete listing of the current year's course offerings

## Section 7 Class Designation/Class Standing

Class designation is determined by the number of years a student has been enrolled in high school. It is not an indicator of progress towards graduation. credits successfully completed and is assigned as follows:

Grade Nine (Freshman)	=	1 <sup>st</sup> Year of high school
Grade Ten (Sophomore)	=	2 <sup>nd</sup> Year of high school
Grade Eleven (Junior)	=	3 <sup>rd</sup> Year of high school
Grade Twelve (Senior)	=	4 <sup>th</sup> year of high school

Class standing is determined by numbers of credits earned. A course carried five days per week is designed for five credit hours per semester. Students at or above the targets will be considered to be "In Good Standing" and those below the targets will be considered to be "Not in Good Standing." Juniors and Seniors meeting established criteria may sign up for a "release" period with parent permission.

Freshman Target	=	0-59 credits
Sophomore Target	=	60 or more credits
Junior Target	=	120 or more credits
Senior Target	=	180 or more credits

## Section 8 Report Cards/Middle & End of Quarter Grade Reports

Report cards are issued at the end of each Semester. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within the designated time or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter. Mid-Quarter Reports are sent near the middle of each quarter and End of Quarter Reports are available to inform parents of their student's academic progress. Please contact the teacher regarding the grade and what needs to be done to raise it well in advance of the end of the semester.

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

Parent-teacher conferences will be held during the 1<sup>st</sup> semester and during the 2<sup>nd</sup> semester. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## **Section 10 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1<sup>st</sup> and 2<sup>nd</sup> Semesters. Students will be recognized accordingly. Students who receive a 3.5 GPA or above for the semester will be on the Honor Roll. Students with a 4.0 will be placed on the All "A" Honor Roll for the semester. All courses that are created to earn 5 credit hours per semester are included. A student must carry 20 academic hours to qualify for Honor Roll. Pass (P) grades do not count towards Honor Roll.

## **Section 11 Academic Integrity**

### **A. Policy Statement**

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

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

### **B. Definitions**

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

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

Cheating includes, but is not limited to:

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

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

- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

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

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

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

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

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

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions may occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## Article 6 - Support Services

### Section 1 **Special Education Services**

The Holdrege Public Schools are responsible to provide a free and appropriate public education to all resident children from the age of diagnosis to 21 who have been verified as requiring special education services. The responsibility is required through Title 92, Nebraska Administrative Code, Chapter 51 and Chapter 54. Special services are available through the public schools for all children with special education needs in the areas of: speech and language impairment; hearing impairment; visual impairment; mentally handicapped; specific learning disability; behavioral impairment; developmental delay; autism; orthopedic impairment; traumatic brain injury; multiple impairment and other health impairment. Any patron of the district who knows of a child in need of any of the above services should contact the Superintendent of Schools at 995-8663

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Independent Evaluation

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

### Reevaluation

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

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.



6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 Guidance Services**

Holdrege High School employs a counselor for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by the counselor's office and make arrangements for an appointment.

### **Section 4 Health Services**

#### **Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### **Exclusion Criteria: Guidelines for the Dismissal of Students with Health Concerns**

1. The student with a temperature of 100 degrees or more - Please keep your child home until he/she has been fever free for 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen/Motrin. A student with a temperature of 100 degrees or more during the school day will be sent home.
2. Vomiting and/or diarrhea - Students will be sent home if they are vomiting or have diarrhea that cannot be sufficiently managed, regardless of whether or not there is a temperature elevation. They may not return until the following school day. If a student is ill in the morning with these symptoms they should not come to school for the remainder of the day.

3. 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.)

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

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

### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office or at [dusters.org](http://dusters.org) under the health and wellness tab. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. A student may receive non-aspirin (Acetaminophen) from authorized school personnel only if the signed permission form is on file. This is included in the medical information form that is to be completed yearly and turned in to the office at the beginning of each year.

### School Health Screening

Children in 9<sup>th</sup> – 12<sup>th</sup> grades are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required prior to enrollment for all students transferring from out of state. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students will be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

## **Article 7 - Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Section 1. Behavior on School Buses**

- I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **II. Special Conduct Rules for Riding School Buses.**

#### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## Article 8 - Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools.

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### Section 2 Education and Prevention.

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Receipt of said policy shall be signed by both student and parent or guardian and returned to the respective Principal.

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING HOLDREGE PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3       Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product including electronic nicotine delivery systems)

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances may be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement may be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to

refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

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

## **Article 9 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Section 2 Forms of School Discipline**

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 (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

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

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

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred 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) the misconduct occurred 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) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. The suspension pending hearing may be imposed 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.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be

achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

D. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

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

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

### **Section 3 Student Conduct Expectations**

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

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

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



in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, vaping, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), electronic nicotine delivery system, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;

14. 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, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Holdrege Public School buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

## **B. Additional Student Conduct Expectations and Grounds for Discipline**

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

- (1) Student Appearance: Students at Holdrege High School are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, straps less than 3/4", sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Skirts, or shorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
  - e. Headwear including hats, caps, bandannas, and scarves;
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double entendre.
  - g. Clothing or jewelry that is gang related.
  - h. Body piercing other than that approved in board policy.
  - i. Coats are not to be worn during the school day, except by administrative approval.
  - j. Shoes must be worn at all times during the school day.
  - k. Visible tattoos that are determined by administration as a distraction to the educational process must be covered.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, or acceptable administrative alternatives are not utilized the student may be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

(2) Electronic Devices

a. Philosophy and Purpose. Holdrege High School strongly discourages students from using personal electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

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

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during the school day, which runs from 8:00 to 3:37; including voice usage, digital imaging, or text messaging. Students may use these devices in approved areas (commons/caféteria) during the lunch period. Such devices are to be turned off prior to returning to the locker areas before class.

(2) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events.

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the administration and student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and turned in to the office, where they will be held until \$20 cash is paid to the student activity account or until the last day of the school year. If the device is used for cheating or harassment, it will be returned only at the end of the school year to a parent or guardian.

- (3) Harassment and Bullying Policy: One of the missions of Holdrege High School is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group repeatedly engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying or harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Initiations, Hazing, Secret Clubs and Outside Organizations: Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

- (5) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- (6) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion;
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.

- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.
- d. Students are not to operate school equipment without permission of the teacher/supervisor.
- e. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- f. Students are to be in their seats (or as otherwise directed by the teacher) and ready for class on the bell,
- g. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- h. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- i. Snow handling is prohibited.
- j. Backpacks, book bags or large bags other than those specifically approved by administration are to be kept in locker during the school day

(7) Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of

the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas except as specified through administrative policy. Students will be required to sign agreements to participate in the 1-to-1 initiative.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.

- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents will be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(8) Risks of Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook, Instagram, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media.

A past social media app had a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace/Facebook friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to following these common sense guidelines.



#### **Section 4 Reporting Student Law Violations:**

- (1) Cases of law violations or suspected law violations by students may be reported to the police and will be reported to the student's parents or guardian as soon as possible. Consultation with local law enforcement will guide administrative discretion in reporting violations according to standards reviewed annually by the school board in collaboration with the County Attorney each year.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs, an administrator or his/her designee from Holdrege High may notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

## **Article 10 - Holdrege High School Media Center**

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

The mission of the Holdrege High School Media Center is to assist all patrons to become effective users of information by providing a broad range of materials and technologies which enrich and support the curriculum and meet the individual needs of students and staff. For the media center to best serve the needs of all, students will be expected to follow guidelines and procedures established by the media staff.

#### **Section 2 Procedures**

Checkout Procedures: All media center materials have a bar code which needs to be scanned at the circulation desk by a staff member. Students may check out a maximum of five items. Books are checked out for two weeks. Audio/Visual materials and magazines may be checked out for one week. Audio/Visual Equipment may be checked out for one day only.

Fines: Students are responsible for all materials checked out. Fines are assessed at a rate of five cents per day, per item. The student will not be able to check out another item until the fine is paid and the overdue item returned. At the end of each semester, a hold will be placed on the student's report card until the fine is paid. Students with recurring fines of the maximum amount will be restricted in the number of items allowed for their check out. Students shall be required to pay for any lost items.

Overdue Notices: Overdue notices are distributed on a regular basis. If students have two items overdue or fines, they will not be allowed to check out additional items until overdue items are returned and fines paid.

Renewing Materials: Students may renew books for two more weeks if necessary. Magazines and AV materials may not be renewed.

Hold: Students may make a computer request for a maximum of two books for hold. The media center will retain the request for a maximum of 50 days. When the book is returned, the student will be notified that the book is in stock and will have seven days to pick up the item on hold.

Passes: To check out media center materials, students are required to have their planners as a pass and sign in on the sign in sheet at the circulation desk. Students must have the planner signed by media center staff prior to returning to class.

Network: Students have access to programs and databases on the network by logging on with their password. Passwords should not be shared with other students.

Internet: Students may access the Internet as provided by the Acceptable Use Policy..

Acceptable Use Policy (AUP): All students and their parents must sign a contract to allow the student to use the Internet and other technologies for appropriate educational searches. This includes the use of computers. Inappropriate use may result in loss of privilege and/or additional disciplinary action as deemed necessary.

## Article 11 - Activities Guidelines

### Section 1 Philosophy and Purpose

The purpose of this handbook is to provide important information regarding guidelines and expectations that apply to the activity programs offered at Holdrege High School. Holdrege High School provides students the opportunity to participate in wide variety of extracurricular activities. We encourage each student to find an area of interest and take advantage of the many activities at Holdrege High School. If you have any questions concerning Holdrege activities, contact Mr. Scott Schoneman, Activities Director: 995-6558 or [scott.schoneman@holdregeusers.org](mailto:scott.schoneman@holdregeusers.org)

The purpose of all activities is to provide students ample opportunities outside of the regular classroom that supplement the school's academic program. It should offer opportunities to assist in the development of positive relationships and good will, promote all-around growth and good citizenship qualities. Activities offer the student an opportunity to experience real life situations while learning to be a member of a team. The opportunity exists to develop as a person intellectually, morally, physically and socially. In this way, students have the opportunity to achieve maximum benefit from his or her education.

Participation in activities at Holdrege High School is a privilege accorded only to those students who are will to abide by state law, school and conference regulations as well as reasonable rules set forth by the coaches or sponsors and that are applicable and peculiar to the activity involved. Students and parents are reminded that the purpose of activity participation is and should be the sole reason for the participation rather than publicity and notoriety

*“Reputation is what you are perceived to be, character is what you really are”*– John Wooden

### Section 2 Organizations at HHS

#### *National Honor Society*

The purpose of the Holdrege Chapter of the National Honor Society is to recognize and regard those students who are outstanding in scholarship, leadership, character, and service. A high grade point average alone does not guarantee membership. Any junior or senior who has an accumulated grade point average of 3.4 or higher is eligible to apply for membership. Faculty members rate applicants in leadership, character, and service. A Faculty Committee then makes the final decision on membership. In order to attain and maintain membership in the Society, a student must excel in all four areas.

#### *National Art Honor Society*

The purpose of the Holdrege Chapter of National Art Honor Society is to insure and recognize those art students who have shown outstanding ability in the visual arts. Membership is based upon the student's service, character, and scholarship. Candidates eligible for selection are required to attend one high school semester art course; must maintain a minimum of a B average in all art courses, and must have a minimum GPA of 2.5. Members may remain active during such a time when there is no art on their class schedule.

### ***Future Educators of America***

Future Educators of America is affiliated with Phi Delta Kappa International. The purpose of FEA is to help students become aware of and gain knowledge about the teaching profession. This organization was established during the 2001-2002 school year. The education department at the University of Nebraska at Kearney serves as a mentor institution for our local FEA organization. Any sophomore through senior interested in investigating education as a possible career choice is encouraged to apply for membership. To be eligible for the Holdrege Chapter of FEA, each applicant must carry a 2.5 GPA, be enrolled in college-bound high school curriculum, and successfully meet the criteria outlined in the PDK guidelines. The application process will take place at the beginning of each semester. An applicant must submit an FEA Student Membership Form, a signed letter of support from a parent or guardian, and obtain three positive Teacher Recommendations. Future Teachers of America will be a prerequisite for enrolling in the Orientation to the Field of Education course, a field experience class offered during the senior year.

### ***FFA***

The Holdrege FFA is an organization for Agricultural Education students. It is part of the National FFA Organization that has over 500,000 members across the nation. It is an important part of the Agricultural Education Program and has as its purpose the development of premier leadership, personal growth, and career success. The supervised agricultural experience program provides the basis for advancement in the FFA. Contests are conducted on the local, district, state, and national levels for members. State and National Conventions are held annually in Lincoln and Louisville, Kentucky. The FFA is active in the community developing citizenship through community service projects and playing an active role in the development of young leaders.

### ***Thespians***

Membership into the Holdrege High School Thespian Troupe #737 is granted for the performances of meritorious work in theatre arts that meets the Educational Theatre Association's general guidelines. Specifically, students become members by earning points for their work. A student must acquire 10 points through his or her participation either on stage or behind stage in the one-act, spring play, and/or musical, and also through speech in the areas of duet acting and Oral Interpretation of Drama.

### ***Student Council***

The Student Council is a representative organization of the student body. The Council is designed to develop leadership skills. Its purpose is to promote school harmony and give students an opportunity to express their ideas. Members are chosen by their respective classes and include five from the freshman class, six from the sophomore class, six from the junior class, and seven from the senior class. To be eligible to run for Student Council, a student must have an overall GPA of 2.0 or higher, pride in the school and interest in the work of the Student Council, as well as the ability to express his/her opinions.

### ***SKILLS USA***

SKILLS USA is a professional society designed and run by students in career-training programs. SKILLS USA members choose, plan and conduct their own activities. SKILLS USA chapters are found in high schools, area vocational-technical centers, career centers, technical schools and community colleges.

SKILLS USA was created to raise the quality of education for students. SKILLS USA helps students become world-class workers and responsible American citizens. SKILLS USA is nationwide and has more than 245,000 student members. While students learn the skills to get their first job, they can also get what they need for lifelong success through SKILLS USA.

## **OFFICES HELD**

The following policy was submitted by the Student Council (with the approval of the administration) as a means to restrict the number of offices a student may hold during the period of one year. This is an attempt to encourage student leadership - enabling more students to hold offices:

1. A senior may have only one presidency in any club during the senior year.
2. Any student may hold one major and two minor offices per year of any club. Major offices are: President and Vice President. Minor offices are: Secretary, Treasurer, and elected committee chairman.

3. A student may not be on Student Council and hold a class office in the same school year.  
Clubs involved are: National Honor Society, Class Offices, Thespians, National Art Honor Society, FEA, FFA, SkillsUSA, and Student Council.

*Election for these offices will be held in the following manner:*

1. All Student Council elections (members and officers) will be held in the month of April or May each year.
2. All remaining clubs may hold elections in the months of April and May. All elections shall be held in the spring of the year (the fourth quarter) unless circumstances dictate otherwise.
3. All elections will be handled by the officers/sponsors of each club. After each club's election, the results will be given to the Student Council president who will act as a supervising agent. The president will see that all students and clubs fulfill their obligations.

### **Section 3 Competitive Athletic Programs**

#### GIRLS

Volleyball  
Cross Country  
Golf  
Basketball  
Track  
Tennis  
Softball  
Soccer

#### BOYS

Football  
Cross Country  
Tennis  
Basketball  
Wrestling  
Track  
Golf  
Soccer

### **Section 4 Clubs and Activities**

Band	Chorus
Flag Corp.	Speech
Thespians	Play Productions
Skills USA	FFA
Cheerleading	Dance
National Art Honor Society	Student Council
National Honor Society	Future Educators of America
FCCLA	Prom Royalty
Homecoming Royalty	

### **Section 5 Activity Eligibility for High School**

In order to represent a high school in an interscholastic activity, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the Activities Director.

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance.
3. A student must be enrolled in some high school on or before the 11th school day of the current semester.
4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 on current school year.)
5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
6. A student must have been enrolled in school the immediate preceding semester.
7. Participants in senior high athletics/activities must have passed four classes the immediate preceding semester. The immediate preceding semester does not apply to 9th grade students competing on a high

school team for the first time or entering 10th grade students who have not competed or practiced with a senior high team previously.

8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate
11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.
12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except:
  - (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.
  - (c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

Please refer to the Nebraska School Activities Association website for additional eligibility information:  
<http://www.nsaahome.org>.

## **Section 6      Holdrege Academic Policy for Activities**

### **Grade Requirements**

1. Students must be enrolled in at least 20 credit hours per semester.
2. Beginning the third week of each semester the parents of students failing two or more classes will be notified by mail of the status of the student's academic standing.
3. Students that are failing two or more classes will be placed on a one-week probationary period in which they are allowed to practice and participate in extracurricular activity contest.
4. Students that are still failing the same two classes after the probationary period are considered ineligible to participate in extracurricular contest. They will still be allowed to practice during this period.
5. The eligibility period begins on Tuesday and ends the next Tuesday.
6. The administration reserves the right to deviate from this policy in the case of special needs students.

### **Semester Requirements**

For students to be eligible to compete in extra-curricular activities at Holdrege High School, they must pass 25 credit hours the previous semester.

### **Individual Activities**

1. Athletics: This includes all contests governed by the NSAA competing against another school.
2. Speech and drama: The students need to be eligible at the time of casting of the play or speech.
3. FFA, FCCLA and Skills USA: Students need to be eligible when competing in any contest or convention outside of Holdrege Public Schools.
4. Music: Students need to be eligible to compete in any music competition or non-graded music performances.
5. Cheer and dance: Students need to be eligible to compete at all performances.

## **Section 7      Athletic Eligibility for College**

For students who have aspirations of competing in athletics at the collegiate level, it is recommended that they register with the NCAA Clearinghouse sometime during their junior year. All Division I and II athletes must be registered with the clearinghouse in order to be eligible to compete. To register, athletes should see the Counselor or Activities Director.

In order for student-athletes to compete at the National Association of Intercollegiate Athletics (NAIA), or the National Junior College Athletic Association (NJCAA) level, students must also meet academic standards in order to be eligible. This information can be obtained from the Counselor or Activities Director.

## **Section 8      NSAA Participation Consent Information**

The Parent and Student hereby:

1. Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
2. Understand and agree that (a) by this Consent Form the NSAA has provided notification to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and (d) even with the best coaching, use of the best protective equipment, and strict observance or rules, injuries are still a possibility;
3. Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participation; and,
4. Consent and agree to the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

## **Section 9 Guidelines, Regulations, Practices, Requirements**

### Pre-Practice Requirements

All athletes must meet the following requirements **before** they begin practice:

- Return an updated physical (later than May 1st) and parent permission form, signed by parent/guardian and physician to the head coach or activities director's office.
- Permission forms found in the Student Activities Handbook must be signed and returned to head coaches or activities director before participation.
- Follow and complete any other procedures or requirements as directed by their respective head coaches.

### Team Selection

Team selection and placement will be conducted by the head coach and the assistants for that particular activity. With the exception of golf (due to facilities), there is a no cut policy that has been adopted. Athletes do need to be aware that this does not mean that they are guaranteed a uniform. Suiting up for games must be earned and will be up to the discretion of the coaching staff.

### Practice Times and Procedures

Practice times will be set up by the individual coach. All athletes are expected to be on the field or court at the time designated by the coach. If an athlete cannot be at practice, he/she must contact the coach **before** practice begins. Each coach may have specific attendance requirements or procedures for athletes to follow.

### Attendance Game Day

An individual involved in extracurricular activities must be in school **all day** the day of a game/performance in order to participate. Absences for school-sponsored activities, dental and doctor appointments, as well as circumstances beyond their control may be exceptions to this rule and must be cleared with the administration in advance. If the activity is a Saturday activity and the student is absent on Friday, the student must have an excuse for the Friday absence by the end of the school day on Friday verified by the parent or guardian. If the coach/sponsor is satisfied that a student's health is not endangered and other conditions are met, participation for excused absences on Saturday will then be at the discretion of the head coach/sponsor.

### Transportation

School transportation will be provided to all contests or practices away from Holdrege. Students are expected to ride to and from contests with the team. In no case may an athlete drive his/her own car. An athlete may ride home from a contest with a parent by a written personal request by the parent to the coach in charge or the activities director before leaving. The coach must witness the athlete leaving with his/her parent.

### Lettering Requirements

The Holdrege High School athletic letter and the right to wear it for HHS are given to those athletes who have represented the school well and have met the requirements set down by each sport.

Student athletes wearing this letter must remember that, to the public, this emblem stands for HHS, and everyone will judge our school by the conduct of the athletes. Our conduct must be a reflection of credit only upon the name of our school. Each head coach has set forth guidelines for earning letters and it is their discretion as to who is awarded these letters.

### Insurance

The Holdrege Public Schools provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics. Insurance forms are available in the office for students who may need to purchase insurance. Parents should check to see whether athletics is covered on their policies.

### Contests on School Days

Due to scheduling, students may miss class time for activities. It is the student's responsibility to get all assignments from their teachers before leaving for the activity and making up any missed work.

## **Section 10 Code of Conduct for Activities**

As students, you are in a position to represent our school and our community. It is because of this position and the fact that you and your behavior have such an impact on impressionable youth in our community, that we feel these rules are appropriate.

All students involved in school activities are expected to obey all the Laws of the State of Nebraska. When a student violates a law of the State of Nebraska or is involved in activity deemed not becoming of a good citizen, the Activities Director or Principal will investigate the situation and decide on the appropriate action. The appropriate action taken will be determined based upon many factors including, but not limited to, the severity and frequency of the violation, and the level of cooperation and willingness of the student to resolve the matter. Depending upon the investigation and the factors involved, the action taken may range from parent contact to suspension from the activity. A student who is removed from school (e.g., suspended or expelled) is not permitted to participate in extracurricular activities during the period of the suspension or expulsion regardless of whether any extracurricular activity discipline is imposed.

The following conduct are grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions, when such conduct occurs on school grounds or during an educational function, or event off school grounds, or in a school vehicle, or at any time during the school year, and also includes the time frame which begins with the official starting day of the fall extracurricular activity season as established by the NSAA and extends to the last day of the spring extra-curricular activity season as established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Extra-curricular activities shall be defined as all activities in which students participate, except those that are a direct extension of a regularly scheduled class (normally included in the course requirements and/or expectations).

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or gambling.
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon in a place where weapons are prohibited.
6. Engaging in the possession, selling, dispensing, or use of tobacco, vaping products, a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, anabolic steroids or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor. The term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal drugs on a student. The term also includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, no student shall be at, or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage or illegal drug; provided this rule shall not apply to activities which a student attends with his or her parent(s) where alcohol is consumed as long as the student does not personally use or possess alcohol) such that school officials may reasonably determine that the student was in "possession" of the items as well.



7. Public indecency.
8. Sexually assaulting or attempting to sexually assault any person.
9. Engaging in any activity forbidden by the laws of the State of Nebraska.
10. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
11. Truancy or failure to attend assigned classes or assigned activities or repeated tardiness.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students, staff members, officials, other teams or spectators. 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, disability, national origin, or religion.
13. Dressing at school or school activities in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the educational process or school activities.
14. Violating the behavioral expectations for riding Holdrege Public Schools buses.
15. Disobeying any reasonable written or oral request of a coach, sponsor, staff member, or official or displaying disrespect to those in authority.
16. Engaging in bullying or initiation rites in the nature of hazing, embarrassment, ridicule, etc.
17. Assisting others in violations of school rules.
18. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
19. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
20. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
21. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
22. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility and good sportsmanship.

Sufficient evidence of a violation of the activity code will be deemed to exist where the coach, sponsor, activities director or principal administration or others enforcing the activity conduct reasonably determines the violation occurred.

The appropriate disciplinary consequence will be determined based upon many factors including, but not limited to, the severity and frequency of the violation and the level of cooperation and willingness of the student to resolve the matter. Depending upon the investigation and the factors involved, the action taken may range from parent contact to suspension from the activity. If the circumstances call for a student to be suspended from participation, the Administration will determine the dates involved. The Activities Director or Principal will investigate the situation and decide on the appropriate action. Suspensions may carry over between activities but will not carry over between school years, unless a Third Offense has occurred or unless required by law. Violation of these particular laws shall result in suspension of the student's public participation in school activities.

#### Tobacco, Alcohol and Drugs:

Students who are found to be in violation of the tobacco, alcohol or drugs conduct rule (paragraph 6 above) will be disciplined as follows.

1. **First Offense**--Suspension from extracurricular participation for 45 calendar days with a minimum suspension from two contests or performances. This consequence may be reduced to 21 calendar days that must include a minimum suspension from two contests or performance if the student self-reports the incident.

2. **Second Offense**--Suspension from extracurricular participation for the remainder of the school year in all school activities. The student will have an option of entering an alcohol/drug/tobacco treatment program in lieu of the removal for the remainder of the school year. This option will involve a 90-day suspension from participation in all activities, including practices, and a minimum suspension from eight contests or performances. The student must show successful completion of an approved treatment program prior to reinstatement in activities. All costs associated with the program are to be borne by the student/parent or guardian. The building administrator will approve the program and completion record.
3. **Third Offense**--A third offense will result in removal from all activities, with no options available, for one calendar year. For this sanction, the penalty does carry over from one school year to the next. Family counseling will be recommended.

Self-report: Self-reporting means the student has reported his or her conduct to the school on a timely and voluntary basis, admits responsibility for his or her conduct, and is willing to accept the disciplinary consequence. To be a timely self-report, the student must tell the school about his or her conduct before the school is aware of the conduct and before school officials approach the student to discuss the incident. A self-report should occur before the student's first class on the first school day following the rule violation. If school is not in session and there is an activity in which the student is eligible for participation, the student is responsible to self-report prior to the activity. A self-report may be delivered by the student to the student's coach or activity sponsor, the activities director, or an administrator of Holdrege Public Schools.

#### Procedures for Extracurricular Discipline

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

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done; an explanation of the evidence the school has, and is given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.

7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

## **Section 11     Equipment and Use of Equipment**

Any equipment that belongs to the School and is checked out to the student for use becomes the responsibility of that student. When it is time to return the equipment and the student does not have it or it is damaged or abused more than normal use prescribes, the student is financially liable for the replacement costs of said equipment. Payment must be made before the student will be allowed to participate in the next activity he/she chooses.

## **Section 12     Pictures**

A photographer approved by the school will take individual and team pictures of all teams. Individuals may also have pictures taken at that time. Individuals must order pictures using the approved process by the photographer/school and make payment to such upon order.

## **Section 13     Injuries**

In the event that an athlete becomes injured, the coach or doctor in charge will administer immediate first aid if needed. The parents or guardians will be notified as soon as possible to transport the athlete for medical attention, or notified that a rescue squad was called to transport the athlete if a serious injury has occurred. If the injury is less serious, first aid treatment will be administered and the coach will attempt to notify the parent or guardian of the injury, and recommend follow up or referral to a physician. The coach will not diagnose the injury except to determine if the athlete can be safely moved. A student when seriously injured must provide written clearance from a physician before he/she is allowed to return to the activity.

All injuries should be reported to the head coach immediately. The coach will then remove the athlete from practice or competition until it can be determined if the athlete can safely continue. If there is any doubt, the athlete will be withheld from participation.

If an athlete complains of an injury sustained during participation, or experiences pain, swelling, misshapen structure or alignment, or discoloration, ice can be applied and the athlete should see a physician. Please let the head coach know as soon as possible so they may be made aware of the situation. An athlete who complains of headaches, dizziness, or nausea after completing practice or competition should be monitored closely and seen by a physician, if the symptoms persist. Any bleeding from the ears, nose, mouth, or vomiting could indicate a serious head injury and the athlete should see a physician immediately.

## **Section 14     Activity Tickets**

Activity tickets are sold for a year at a time. The price for students is \$35. Any student participating in a NSAA sanctioned activity will be required to purchase an activity ticket. These activities include any athletic team, speech, vocal and instrumental music, play production, and cheer/dance team. A student involved in more than one activity will only be required to purchase one ticket. Student activity tickets will be honored at all HHS football, volleyball, basketball, softball, soccer, wrestling, and track events, with the exception of any tournament, Central Conference event, or district contest that we may host. Students, with no exceptions, must present their activity ticket or pay admission price to gain entrance into an event.

## **Section 15 School Dance Regulations**

The following rules will be in effect for all dances held at Holdrege High School or sponsored by Holdrege High School:

1. Student arrival time will be set for one hour before the dance start
2. Students leaving the dance may not return
3. All school rules are in effect for all who attend the dance.
4. High School students and guests, freshmen up to the age of 20, may attend. Alumni and guests must be signed up in the HS office prior to the dance and may attend with the understanding they will follow all school rules.
5. Prom – All Juniors and Seniors of Holdrege High School may attend both the banquet and the dance without charge provided class dues are current. Guests of Juniors and Seniors must meet the criteria listed in #4. A fee may be charged for guests to attend the banquet.

## **Section 16 Yearbook Editorial Policy**

**Coverage:** Content focuses on coverage which will meet the wants and needs of the majority of the target audience, the students and staff of Holdrege High School, as long as those wants and needs are not contradictory to the principles of scholastic journalism. The staff encourages constructive criticism of any part of the book, both before and after publication. The book is, however, as fair, accurate, complete and honest as possible. The final authority rests with the yearbook staff, its editors and advisers. No material that is libelous, irresponsible, and/or an advocate of illegal activity will be published. No material the editors deem in poor taste will be printed.

**Photography:** All students and school personnel must have their portraits taken by the official school photographer (Studio B) to be included in the book. The exception will be Senior portraits. Senior portraits taken after December 1 may not appear in the book because of deadlines with the yearbook printer. Purchase of a yearbook does not guarantee the purchaser's photo will appear in the book.

**Advertising:** All advertising accepted by the staff must follow the same editorial guidelines. Acceptance of advertisements does not constitute endorsement by the yearbook staff, or any affiliate of Holdrege Public Schools. Because of liability, no encrypted, coded or abbreviated messages will be printed. They will be returned to the advertisers.

## Article 12 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

Holdrege Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Todd Hilyard, Superintendent, Holdrege Public Schools, 505 14<sup>th</sup> Ave, Holdrege, Nebraska 68949, Phone (308) 995-8663, Email [Todd.Hilyard@dusters.org](mailto:Todd.Hilyard@dusters.org)

Employees and Others: Todd Hilyard, Superintendent, Holdrege Public Schools, 505 14<sup>th</sup> Ave, Holdrege, Nebraska 68949, Phone (308) 995-8663, Email [Todd.Hilyard@dusters.org](mailto:Todd.Hilyard@dusters.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov)

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

### Section 3 Anti-discrimination & Harassment Policy

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

#### Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

#### Complaint and Grievance Procedures:

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

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

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

## Section 4 Multicultural Policy

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

## Section 5 English Language Learners

**WHO ARE ENGLISH LANGUAGE LEARNERS?** According to the Elementary and Secondary Education Act (ESEA), English Language Learners (ELL) are those individuals who have a native language other than English and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual (i) the ability to meet the State’s proficient level of achievement on state assessments, (ii) the ability to successfully achieve in classrooms where the language of instruction is English, or (iii) the opportunity to participate fully in society.

Each district with ELL students should have a written definition used for determining services and meeting Office for Civil Rights requirements.

Note: Foreign exchange students are NOT considered as ELL students and should be included in the district assessment process.

### ELEMENTARY AND SECONDARY EDUCATION (ESEA) REQUIREMENTS FOR ELL STUDENTS

In addition to being assessed on the regular state academic content standards, ELL students must be tested and reported annually on language acquisition skills.

A set of English language proficiency guidelines for K-12 language arts standards has been developed through the work of an ELL Advisory group consisting of educators from across the state. Those guidelines, developed in grade clusters, should be used to develop the language acquisition program. To access those guidelines, you may go to the NDE homepage, [www.education.ne.gov](http://www.education.ne.gov) click on “NDE Teams/Sections” and click on “LEP Limited English Proficiency”.

To be eligible for services in the Holdrege Public Schools, students must meet the following definition:

### DEFINITION OF A LIMITED ENGLISH PROFICIENT (LEP) STUDENT

Column1	AND	Column 2
A student meets one or more of the following requirements:		As a result of the circumstances listed in Column 1:
Is age 3 to 21;		Whose difficulties in speaking, reading, writing or understanding the English language may be sufficient to deny the individual -
Is enrolled or preparing to enroll in an elementary school or secondary school		* The ability to meet the State proficient level of achievement on State Assessment described in 111(b)(3) of No Child Left Behind
Was not born in the United States or whose native language is a language other than English		* The ability to successfully achieve in classrooms where the language of instruction is English OR
Is Native American or Alaskan Native, or a native resident of the outlying areas; and		*The opportunity to participate fully in society
Comes from an environment where a language other than English has a significant impact on the individual's level of English language proficiency OR		
is migratory, and whose native language is a language other than English, and who comes from an environment where a language other than English is dominant		

## **Section 6 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

## **Section 7 Notification of Rights Under FERPA**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.



- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

## **OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices,

and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

#### NOTICE CONCERNING DIRECTORY INFORMATION

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

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

### **Section 8 Notice Concerning Designation of Law Enforcement Unit**

The District designates the Holdrege Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 9 Notice Concerning Disclosure of Student Recruiting Information**

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

## **Section 10 Notice Concerning Staff Qualifications**

Federal law gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 11 Student Privacy Protection Policy**

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

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

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

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an

applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

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

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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

## **Section 12 Participation in School Public Relations Activities**

Students who attend school in Holdrege Public Schools are occasionally asked to be a part of their school and the District’s public relations activities. Some examples: student art work is sometimes displayed to the public and photographs of students at school are used in school publications including the school webpage.

Signature of receipt for the 17-18 school year handbook indicates the following:

I consent to the Student (named below) participating in the Holdrege Public School District’s public relations activities. The District may use the Student’s name, image (photograph or video), statements, works or performances (such as art work, musical recordings and writings) and other such information in its public relations activities. This can be done in the current school year or in the future.

I understand that this means that such information will be made available to the public, including but not limited to in school building and at school functions, in public places in the community, in school publications and in local, state and national publications, and on the school’s web page. I waive any claims of copyright or ownership to the information that is used and waive any right to be paid or otherwise compensated for the use of the information. I release the District and its employees or agents from any liability related to using the Student’s information in the public relations activities.

The Consent is given freely and voluntarily. If I wish to rescind this consent, I may do so at any time with written notice.

## **Section 13 Parental Involvement Policies**

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

Holdrege High School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## **Section 14 Homeless Students Policy**

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

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

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

any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

## **Section 15 Breakfast and Lunch Programs**

Holdrege Public Schools participate in the National School Lunch and Breakfast Programs.

Holdrege Public Schools use an automated system which requires each student to have a pin number. This system requires money to be in the account in order to purchase a meal or ala carte items. It is the parent's or guardian's responsibility to keep a positive balance in the account.

Holdrege Public Schools offer online payments through Infinite Campus. Parents or guardians can request a username and password from the school to go online to check account balances or make payments to the student's account. Payments can be made by electronic check using a bank routing number and account information. Payments can also be made using credit cards or PayPal. Parents or guardians can print a receipt and an emailed notification will be sent confirming the transaction. Cash or check payments are also accepted at each school office.

At the start of each school year, a letter is sent to each student household which includes an application for free or reduced price meals. Please complete the form and return it as soon as possible to the school or Central Office.



Benefits from the previous school year will carry over for the first thirty days of the current school year. Any charges incurred from that point until a new application is approved are the responsibility of the parent or guardian. Families whose applications are not approved for free meals will need to send money to the school or log on to Infinite Campus to deposit money into the account. An application for free or reduced price meals may be completed anytime during the school year if there is a change in income or household size. All free or reduced price applications are kept confidential.

Each school will notify the student, parent, or guardian that the balance is getting low by sending a note, an automated phone call, an email, or ask the student to contact the parent or guardian. If the balance becomes negative, no further regular breakfasts or lunches will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services or a sack lunch may be brought from home. We request that food brought from home have nutritional value and should not contain fast food, soda pop, or energy drinks. Ala carte purchases will be prohibited if the student does not have money in their account.

At the end of the school year, if the student is no longer attending school, moves out of the district, or becomes eligible for free meals, the parent or guardian may request reimbursement of any balance left on the account or can have the remaining balance transferred to another student's account. Funds remaining on account for students returning the following year will be left on the account for the next school year.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Section 16 Asbestos Plan Information**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the USSR. Asbestos' properties made it an ideal material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3600 different products made using asbestos materials. The Environmental Protection Agency began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

The Holdrege Public School facilities were inspected during 1988 by HWS Enterprises, certified asbestos inspectors, as required by AHERA. The inspectors located, sampled and rated the condition and hazard potential of

all materials in the facilities suspected of containing asbestos. The inspection and laboratory analysis records were submitted to a professional certified to develop asbestos management plans.

An asbestos management plan was developed which includes this notification, education and training of maintenance personnel, a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials (ACM) and plans for regular surveillance of the ACM.

A copy of the asbestos management plan is available for your inspection at Central Office during regular office hours. Tom Rust, Buildings & Grounds Supervisor, is our Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

The U.S. Environmental Protection Agency (EPA) conducted an inspection in November 1992. The inspection report indicated that the Holdrege Public Schools are in full compliance with AHERA regulations.

One of the requirements of AHERA is to conduct a three-year reinspection and prepare a report based on that information. Snyder Engineering of Columbus conducted three-year reinspections in the 1990-91, 1993-94, 1996-97, 1999-2000 school years, and in January 2002. Additional inspections were completed in 2005 and 2008. B2 Environmental, Inc. conducted an inspection in 20011 and 2014. All reports indicate that the Holdrege Schools are in compliance; those reports are available for inspection.

The Holdrege Schools intend to comply with or exceed federal, state and local regulations in this area. Precautionary measures will be taken to insure that the children and employees of the district have a healthy, safe environment in which to learn and work.

## **Section 17 Student Fees**

The Board of Education of Holdrege 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. 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 a Student Fee Schedule, which provides further specifics of student fees and materials required of students for the 2019-20 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 & 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, erasers, notebooks, trappers, protractors and math calculators. 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 damages is caused or aided by the student and will also be held responsible for the reasonable replacement costs of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects

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 any 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 activities, 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, mouthpieces, 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. Costs to students can be waived through the District's fee waiver policy.

Students have the responsibility to pay for dues to belong to any extracurricular club or organization and to pay for attendance at any of their related activities. Fees to attend conferences and/or conventions of these organizations where participation is voluntary, will be the responsibility of the student. 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 extracurricular activities for the 2019-20 school year are further specified in the Student Fee Schedule. 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 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 may 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 students 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

Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such service 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 and (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. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration.

(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 students of the District 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 July, 2019, 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 2019-20 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.

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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)
- Neb. 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)

## HOLDREGE PUBLIC SCHOOLS

### 2019-20 Student Fees Schedule Additional Specification of Required Materials and Fees<sup>1</sup>

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) <sup>2</sup> or Specific Material Required
<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. Refundable damage deposit of \$20 may be required for use of school owned 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.
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 \$10 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100 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.
Summer school courses	Classes offered during the summer, or at night, if any	\$150 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.

<sup>1</sup> This listing is a part of the 2019-20 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2019-20 school year.

School Meals		Breakfast \$2.00 Lunch \$3.00 Prices are maximums based on one standard meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Technology	Use of school technology , such as laptop/notebook computers	Laptop Annual Use Fee \$30
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
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; brushes, pencils, specialized materials may be up to \$20; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20 may be required for use of school owned 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.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester may be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast \$2.00 Lunch \$3.00 Prices are maximums based on one standard meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Technology	Use of school technology , such as laptop/notebook computers	Laptop Annual Use Fee \$30.00
Post-secondary education classes	Tuition and fees for college courses taken for credit. Specialized books or supplies	Any postsecondary education costs for tuition or fees are to be paid directly by students to the college. Books or supplies may be up to \$125.

College entrance tests and preparation	Prep programs & tests	Costs of individual college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved or to the school if subscription based.																		
Summer school courses	Classes offered during the summer, or at night, if any	Driver's education class: \$500. Other classes: \$150 per class.																		
Locker usage	Use of school padlock	Refundable damage deposit of \$25 per year may be required for use of a school locker.																		
Parking	Use of school parking lot during school day	\$20 per year may be required. Students may be required to sign and display a parking permit.																		
<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>Activities/Athletics Programs</b>																				
1. Admission	Spectator fees for admission to events	\$10 per event maximum. Students may purchase an Activity Ticket for \$35 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20 per event.																		
2. Activities/Athletics Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
3. Activities/Athletics Participation Fee	Fee to participate in activities/athletic programs.	In the event an activities/athletics participation fee is charged, the fee will be \$30 per season as designated with a maximum of \$150 per year per household.																		
4. Equipment and attire	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, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table border="1" data-bbox="922 1600 1399 1938"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> </table>	Basketball	No additional	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Track	No additional
Basketball	No additional																			
Tennis	Tennis racquet																			
Cross County	No additional																			
Football	Mouthpiece																			
Golf	Golf bag & clubs																			
Soccer	Soccer shin guards																			
Softball	Softball glove																			
Speech/Debate	Dress attire; copies of research																			
Track	No additional																			



		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories Dance Team uniforms range up to \$750. Cheerleader uniforms range up to \$750.
5. Travel meals	Meals	Students are responsible for their own meals while traveling.	
6. Locker use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.	
7. 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.	
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.	
<b>Clubs/Organizations</b>			
Band Chorus Flag Corp. Speech Thespians Play Productions Skills USA FFA Cheerleading Dance Student Council National Art Honor Society National Honor Society Future Business Leaders (FBLA)	State & national dues, meals and activities	Club and organization membership is optional. Dues vary depending on the club or organization but do not exceed \$25 for any one club or organization. FFA members are required to purchase a jacket. Vocal music group outfits range up to \$130.	
<b>Social &amp; Recognition Activities</b>			
1. School plays, musicals and social activities	Admission to events	\$10 per play or activity	
2. School dances	Admission to prom, homecoming, etc.	\$60 per event	

<p>3. Class dues</p>		<p>Class dues are determined by each class. Each of the classes may assess its members an amount not to exceed \$50 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
<p>4. Senior recognition assessment</p>	<p>Optional graduation activities</p>	<p>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 elect to participate in such activities.</p>
<p>5. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no 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.</p>

# 2019-20 Holdrege Public Schools - Approved 1-21-19

**Aug 2019**

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

**Sep 2019**

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

**Oct 2019**

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

**Nov 2019**

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

**Dec 2019**

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

**Jan 2020**

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

Daily Schedule Monday - Thursday  
8:00-11:30am; 1:30am-3:00pm PK  
8:05am - 3:20pm Elementary K-4  
8:00 am - 3:30pm Middle 5-8  
8:00 am - 3:37pm High 9-12

## August

12 HMS Orientation: Gr5 6:00-7:00pm;  
Gr6 7:15-8:15pm

Teacher Work/Inservice Day

13 HMS Orientation:  
Gr7 6:00-7:00pm  
Gr8 7:15-8:15pm

PK/HES Back to School Night  
Option 1 5:00-6:00pm  
Option 2 6:15-7:15pm

Teacher Work/Inservice Day

14 Teacher Work/Inservice Day

15 First Day K-12  
1:25/1:30/1:37pm Dismissal

16 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

19 First Day PK

23 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

30 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

## September

2 Labor Day - No School

6 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

13 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

20 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

27 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

## October

4 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

7 ESU Inservice - No School

11 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

16 End of First Quarter

18 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

22 1:25/1:30/1:37pm Dismissal Schedule

Parent-Teacher Conferences - HHS/HMS/HES 4-8pm

23 1:25/1:30/1:37pm Dismissal Schedule

Parent-Teacher Conferences - HHS/HMS/HES 2-6pm

24 Fall Break - No School

25 Fall Break - No School

## November

1 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

8 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

15 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

22 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

27 1:25/1:30/1:37pm Dismissal

28 Thanksgiving Break

29 Thanksgiving Break

## December

6 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

13 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

20 1:25/1:30/1:37pm Dismissal

End of 2nd Quarter  
Begin Semester Break

22 NSAA 5-Day Moratorium Begins

Daily Schedule Friday  
1:25/1:30/1:37 pm Dismissal  
FACT 1:45 - 2:30pm

## January

6 Teacher Work/Inservice Day - No School

7 School/Classes Resume PK-12

10 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

17 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

24 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

31 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

## February

7 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

14 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

21 Spring Break - No School

28 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

## March

3 1:25/1:30/1:37pm Dismissal Schedule

Parent-Teacher Conferences - HHS/HMS/HES 4-8pm

4 1:25/1:30/1:37pm Dismissal Schedule

End of Third Quarter

Parent-Teacher Conferences - HHS/HMS/HES 2-6pm

5 Spring Break - No School

6 Spring Break - No School

13 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

20 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

27 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

## April

3 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30

10 Easter Break - No School

13 Easter Break - No School

Make-up Day if needed

17 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30pm

24 HMS Noon Dismissal for Track Meet  
HMS Staff @ Track Meet  
HES 1:25pm; HHS 1:37pm Dismissal  
FACT 1:45-2:30

## May

1 HHS Noon Dismissal for Track Meet  
HHS Staff @ Track Meet  
HES 1:25pm; HMS 1:30pm Dismissal  
FACT 1:45-2:30

8 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30pm

15 1:25/1:30/1:37pm Dismissal FACT 1:45-2:30pm

17 2:00pm Graduation

19 Last Day for PK

20 12:00pm Noon Dismissal

End of 4th Quarter

Teacher Work Day -  
K-12 PM;  
PK AM-PM

21 Make-up Days TBA if needed

**Feb 2020**

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

**Mar 2020**

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

**Apr 2020**

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

**May 2020**

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

**Jun 2020**

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

**Jul 2020**

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

Days missed due to inclement weather and other cancellations may be made up in May. Additional days may be added as needed.