

**2017-2018**  
**PreK-12 STUDENT HANDBOOK**

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**PreK-12 DISTRICT PERSONNEL**

Michael Derr  
Neil Riley  
Blake Thompson

Superintendent/PreK-3 Principal  
4-12 Principal  
Assistant Principal / Activities Director

**FACULTY**

Jodi Bahr – Science  
Mirinda Boyd – Preschool  
\*Courtney Buerer – Special Education  
Blake Bunner – Special Education  
\*Thomas Bokelman – Special Education  
Carrie Coats - Mathematics  
Tami Clay – Special Education Director  
Chuck Conway – Industrial Tech  
Holly Derr – School Wide Title I  
Stephanie Detamore – Family & Consumer Science  
Danelle Fields – K-8 Music  
Thad Fields – Life Skills  
Kaitlyn Forbes – Middle School  
Cliff Gallant – Middle School  
John Goracke – Social Studies  
Jermaine Guinyard – Physical Education/Health  
Stacey Hofaker – Fifth Grade

Amanda Knight – Fourth Grade  
Whitney Kobza – First Grade  
Mary Koch – Speech Language Pathologist  
Jami Long – Third Grade  
Ita Mendoza – ELL Coordinator  
Shari Miller – Art Education  
Deb Polacek – Library / Guidance  
Brandy Reutzel – Language Arts/Mass Media  
\*Bethany Riener – Science  
Neil Riley – Mathematics  
Rochelle Rodriguez – Spanish  
Shelley Stone – Kindergarten  
Blake Thompson – Vocal/Instrumental Music  
Amy Trimble – Middle School  
Scott Trimble – Business  
Brooke Waddell– Second Grade  
Bethany Womack – Special Education

**SUPPORT STAFF**

Brian Bahr  
Suzanne Carpenter  
\*Amanda Eastin  
Elizabeth Fencil

Rosa Flores  
\*Theresa Fox  
Linda Hansen  
Lizzet Ledezma

Brandi Owens  
Jeanie Pelotte  
Dawn Piper

**OFFICE PERSONNEL**

Stephanie Williamson -Secretary/Bookkeeper

Lisa Wilford -Front Desk Secretary

**CHILD NUTRITION PROGRAM**

Deb Keasling - Head Cook      Katie Fishler, Ramona Segura, Jeanie Pelotte

**CUSTODIANS/MAINTENANCE**

Trevor Roberts, Diane Brenneman, Jewel Buckhalter, Adan Rodriguez

**BUS DRIVERS**

Trevor Roberts, Adan Rodriguez, Dawn Piper, Jim Piper, Cindy Grimes, Liz Johnson, Linda Hansen

\*Denotes new personnel

## A. ADMINISTRATIVE WELCOME

### SCHOOL YEAR 2017-2018

Dear Parents/Guardians:

We want to welcome you and your child to our school. Many of you will be returning for another year with us. For many parents/guardians this may be the first time you have a child attending Harvard Public School. We are proud of our school and we are looking forward to another great year.

For the 2017-2018 school year, our goals are:

- 1) Building relationships with each other and providing opportunities to grow as individuals.
- 2) Continuous School Improvement – We will follow up on our External Visitation from April of 2014 with efforts to make our school better. Our External Team made suggestions for us to implement and we look forward to our next 5 year cycle of improvement. This does include looking at our assessment scores for all students on criterion and norm referenced tests. Data taken from student assessments will be used to make educational decisions in the district. Please visit with your child’s teacher, the guidance counselor or an administrator for clarification of these types of assessment if they are unclear.

Please refer to the District’s Mission Statement and Belief Statements in this handbook to gain a feeling of what we hold most important for our students. We want you to know how valuable your son or daughter is to our school district and to the future of our society. Receiving a quality education that will prepare your son or daughter for their future is a necessity. A good education is now, and always will be, one of the most important facets of any person’s life.

You as parents/guardians can do much to insure a pleasant and successful school experience for your child. Our faculty and staff want you to become partners with us as we work towards the common goal of educating the youth of our school district. Throughout the year, additional information will be released through bulletins, newsletters, conferences and other sources. Please go through this handbook with your child and be sure to reference it when questions arise.

Our best to you,

Michael Derr, Superintendent  
Neil Riley, Principal  
Blake Thompson, Assistant Principal / Activities Director

## B. DISTRICT PHILOSOPHY

### B.1 MISSION STATEMENT

**Harvard Public School, in Partnership  
With Family and Community, Is Committed  
To Providing Quality Educational  
Opportunities For All Students To  
Realize Their Potential As Lifelong Learners**

### B.2 BELIEF STATEMENTS: HARVARD PUBLIC SCHOOL BELIEVES:

- ✓ Children are our greatest asset and top priority.
- ✓ Education is a shared responsibility of the school, family and community.
- ✓ Self-worth and self-respect are important.
- ✓ Everyone should be treated fairly and with respect.
- ✓ Students should be challenged according to their ability and learning styles, in a positive and safe environment, in a sound academic foundation with clearly identified expectations, and in open two-way communication between home, school and community

### B.3 DECISION MAKING PRIORITIES: When appropriate, the Harvard School District will use the following decision making process when assessing District needs:

1. Decisions involving students' needs will receive first priority (these decisions will be data-driven whenever possible)
2. Decisions involving District needs will receive second priority.
3. Decisions involving District personnel will receive third priority.

Rationale: Without "1" and "2" there will be no need for "3".

### B.4 SCHOOL IMPROVEMENT PROCESS(SIP) (new five-year cycle began August 2014)

The Harvard Public School SIP will be a systematic on-going process of planning, implementation, evaluation and renewal of school improvement activities to meet local, statewide and national goals and priorities.

#### HPS School's Improvement Action Plan Goals:

1. Students will read for understanding
2. Students will develop the basic math skills according to Nebraska state standards.
3. All students will improve their vocabulary across the curriculum.
4. All improvement goals will be school-wide and across all curricular areas

### B.5 STANDARDS AND ASSESSMENTS—ACADEMIC CONTENT STANDARDS FROM THE STATE BOARD OF EDUCATION(see Board Policies 6211/6212):

The Harvard Board of Education has adopted or will adopt the academic content standards and means of assessment of the State Board of Education as appropriate or as they are developed.

## C. BOARD GOVERNANCE:

C.1 HANDBOOK CLARIFICATION/CHANGES ETC: The handbook contains many policies and procedures that shall be regarded as in current effect in the Harvard School. Realizing that no handbook printed could answer all questions or solve all problems, we invite the parents and students to visit with the Administration for further clarification. It may be that sometime during the year some of the regulations in this handbook will change as the need arises. The Administration will make every effort to notify students and parents of any significant handbook changes.

C.2 NOTICE OF NONDISCRIMINATION (see Board Policy 4003): Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Harvard Public School are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, marital status, disability or age in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Harvard Public School's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Michael Derr (Superintendent and Title IX Coordinator), Harvard Public School, 506 East North Street, Box 100, Harvard, Nebraska, Telephone (402) 772-2171. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

### C.3 DISTRICT APPEAL OR COMPLAINT POLICY/PROCESS (including Homeless Children issues involving NCLB guidelines):

When a patron/s has a complaint against or wishes to appeal a decision/s made by school personnel, the administration or the Board of Education pertaining to but not limited to, the treatment of district student/s (including Homeless Students), the use of certain instructional materials, or other educationally related actions, they should first direct their complaint to the school administration, and from there the complaint will be presented to any personnel or party who may be involved, including the Board of Education. Persons issuing complaints which cannot be resolved by face-to-face or telephone communications with the administration, will be asked to file their complaint in a written form by providing the following information:

1. Nature of complaint/specific actions or events, examples (specific issues, facts, names, dates, examples, passages etc.)
2. Desired disposition (indicate the outcome or action that the complainant feels would conclude or eliminate the concern)
3. Signature of complainant, group affiliation, official address, telephone number and date complaint was filed.
4. Patrons should not expect individual district board members to act upon their complaints or concerns. The entire board must be involved in resolving complaints that have reached the Board Governance level.
5. Complaints involving Activity Program/Coaches/Sponsors (see Activities and Organizations in secondary handbook--Teachers see I.11 in Faculty Handbook).
6. The correct procedure to follow is for the complainant to approach the Principal, then the Superintendent, then the Board of Education President when seeking resolution to an issue.

C.4 LEGAL SCHOOL YEAR GUIDELINES—RULE 10: The school year for students in grades 7-12 consists of a minimum of 1080 instructional hours. The minimum school year for students in grades 1-6 will consist of at least 1032 hours and at least 400 hours for kindergarten.

C.5 ADMINISTRATIVE DISCRETION -- HANDBOOK ERRORS AND OMISSIONS (see Board policy 2210) The Board of Education grants the use of administrative discretion to the Superintendent to take action within the school system where the board has provided no clear guidelines or where policy or regulations do not exist. Such action may be subject to Board review. Should errors or omissions occur, or confusion arise due to interpretation of intent about handbook policies or regulations, the Superintendent shall use administrative discretion to correct the problems and take the necessary steps to correct all handbook errors and/or omissions.

D. SCHEDULES/ARRIVALS/DISMISSALS/ETC

D.1 ARRIVAL AND DEPARTURE SCHEDULES—STUDENTS AND EMPLOYEES:

Teachers.....7:45 - 4:00  
 Office.....7:30 - 4:30  
 Grades K-5 ..... 8:05 - 3:30  
 Grades 6-12 ..... 8:00 - 3:33

D.2 EARLY/LATE DISMISSAL SCHEDULES

<u>9-12 Grades 1:00 PM DISMISSAL</u>		<u>6-8 Grades 1:00 PM DISMISSAL</u>		<u>10:00 AM LATE START</u>	
First Period	8:00 to 8:32	First Period	8:00 to 8:32	First Period	10:00 to 10:36
Second Period	8:35 to 9:06	Second Period	8:35 to 9:06	Second Period	10:39 to 11:15
Third Period	9:09 to 9:40	Third Period	9:09 to 9:40	Third Period	11:18 to 11:54
Fourth Period	9:43 to 10:14	Fourth Period	9:43 to 10:14	Fourth Period	11:57 to 12:33
Fifth Period	10:17 to 10:48	Fifth Period	10:17 to 10:48	Lunch 12:33 – 1:00	
Sixth Period	10:51 to 11:22	Sixth Period	10:51 to 11:22	Fifth Period	1:00 to 1:36
Lunch 11:22-11:55		Seventh Period	11:25 to 11:55	Sixth Period	1:39 to 2:15
Seventh Period	11:55 to 12:26	Lunch 11:55-12:29		Seventh Period	2:18 to 2:54
Eighth Period	12:29 to 1:00	Eighth Period	12:29 to 1:00	Eighth Period	2:57 to 3:33

D.3 STUDENTS' ARRIVAL AT SCHOOL/BREAKFAST PROGRAM/EXPECTATIONS:

Students should not arrive at school before 7:45 AM unless they will be using the breakfast program, have permission from their teacher or administrator, or are attending ASAPo or another educational program sponsored by the school. All K-5 students should go to the practice gym upon arriving at school unless eating breakfast.

D.3.1 Students use of the breakfast program/expectations after finishing eating: Students may use the breakfast program anytime between 7:30 AM and 7:55 AM. Students must be finished eating breakfast by 8:00. After finishing their meal, K-5 students are expected to go to the gym area. Unless asked by a teacher, these students are not to go their classrooms, their locker areas, the library, or any other unapproved location in the building.

D.4 SCHOOL DISMISSAL AND LEAVING SCHOOL PREMISES:

Students are expected to leave the school grounds upon dismissal at the end of the day unless out for approved school activities or special arrangements are made with their teachers. The school and grounds are not supervised for children's safety after 3:45pm.

D.5 CLOSED CAMPUS DURING SCHOOL DAY

By decision of the Board of Education, July, 1990, the Harvard School campus has been closed. The campus is to be closed during the school day, including lunch break. All vehicles are to remain properly parked in assigned area until the end of the school day. Students are not allowed to go to the parking

lot or leave the building without permission from the central office or the principal during the school day.

Students who bring their own lunch must eat in the lunch room. SPECIAL EXCEPTIONS TO THIS BOARD POLICY, MAY BE ALLOWED WITH PROPER ADMINISTRATIVE APPROVAL. Any violation of the Board of Education policy closing the campus will result in: a one (1) day suspension for the first offense, a two (2) day suspension for the second offense, and a five (5) day suspension or possible expulsion for each subsequent offense.

#### D.6 SCHOOL CLOSINGS AND EMERGENCY FAMILY NOTIFIER SYSTEM:

Harvard Public School will use a commercial family notifying system to contact families concerning any school emergency and/or other district wide messages. They will be notified of emergency information, school closings, early dismissals and school event reminders via email, text messages, voice mail and wireless PDA or pager.

In addition, weather related school closing information may also be called into local media, posted on school FACEBOOK page/school website depending upon weather circumstances.

#### E. STUDENT ADMITTANCE GUIDELINES (Board Policy 5001)

##### E.1 KINDERGARTEN ADMITTANCE

The board in all classes of school districts shall not admit any child into the kindergarten or beginner grade of any school of such school district unless such child has reached the age of five years or will reach such age on or before July 31 of the current year. The District may admit a child who will reach the age of five after July 31 but on or before October 15 of the current year if requested by the parents and an affidavit is provided stating (a) the child attended kindergarten in another jurisdiction in the current school year, (b) the family anticipates a relocation, or (c) the child has demonstrated the ability to do kindergarten level work through a test screening with the kindergarten teacher approved by the board of education.

##### E.2 FIRST GRADE ADMITTANCE

Nebraska Public Law 79-214 states, in part: The district board, in all classes of school districts, shall not admit any child to the first grade of any school of such district unless such child has reached the age of six years or will reach such age on or before October 15 of the current year, except that in the event any child has successfully completed the kindergarten or beginner grade such child may enter the first grade of any such school regardless of age.

##### E.3 CERTIFIED BIRTH CERTIFICATE/SOCIAL SECURITY NUMBER/PHYSICAL EXAMINATION/VISUAL EVALUATION REQUIRED FOR ADMITTANCE

The school board requires a birth certificate (79-214) and requests a Social Security number prior to entrance of a child into the beginning grade and shall require evidence of a physical examination and visual evaluation which has been performed within the six months prior to the entrance of a child into the beginning grade and the seventh grade. This physical must be presented to the front office on or before the first day the child attends school. In the case of a transfer student from out of state, the physical and visual must be presented to the front office within 7 days of the student's arrival. The physical and visual examinations must be performed by a physician, a physician's assistant or a nurse practitioner. No such physical or visual examination shall be required of any child whose parent or guardian objects in writing.

The cost of such examinations shall be borne by the parent or guardian of each child who is examined.

##### E.4 IMMUNIZATION REQUIREMENTS FOR BEGINNING GRADE

Nebraska State Law 79-217 states in part: Each board of education and the governing authority of each school shall require each student to be protected by immunization. Harvard Public School requires that each student enrolling for the fall semester must show evidence of immunization on or before the first day of school that the child is enrolled. Transfer students must show their immunization records at the time of enrollment or they will not be admitted. Any student that does not comply shall not be permitted to continue in school. Provisional enrollment students are those students who have begun the process before enrollment and continue the necessary immunizations as rapidly as is medically feasible.

Student Age Group	Required Vaccines
2-5 years old enrolled in a school based program not licensed as a child	*4 doses of DtaP, DTP, or DT vaccine *3 doses of Polio vaccine *1 dose of MMR given on/after 12 mo. of age care provider
Students entering school for the first time (K-1 <sup>st</sup> ) or transfer students out of state, also foreign students	*3 doses of Hib vaccine or 1 dose Hib given at or after 15 months of age *3 doses of Hepatitis b vaccine *3 doses of DtaP, DTP,DT or Td vaccine one given on or after the 4 <sup>th</sup> day *3 doses of Polio vaccine (chicken pox) *2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month

#### E.5 GRADE 7 PHYSICAL & VISUAL EXAMINATION/OUT OF STATE TRANSFER/SOCIAL SECURITY NUMBER

The school board requests that all 7-12 students have a Social Security number on file with the front office. In addition all incoming 7<sup>th</sup> grade students and out of state transfer students must have a physical and visual examination which has been performed within six months prior to the beginning of school. 7<sup>th</sup> grade students must present these examinations to the front office on or before the first day of school. In the case of a transfer student from out of state, this information must be presented to the front office within 7 days of the student's arrival. These examinations must be performed by a physician, a physician's assistant or a nurse practitioner. No such physical examination shall be required of any child whose parent or guardian objects in writing.

**COST OF PHYSICAL EXAMINATION:** The cost of such examinations shall be borne by the parent or guardian of each child who is examined.

#### E.6 IMMUNIZATION REQUIREMENTS FOR 7-12 STUDENTS

Nebraska State Law 79-217 states in part: Each board of education and the governing authority of each school shall require each student to be protected by immunization. Harvard Public Schools require that each student enrolling for the fall semester must show evidence of immunization on or before the first day of school that the child is enrolled. Transfer students must show their immunization records at the time of enrollment or they will not be admitted. Any student that does not comply with these guidelines shall not be permitted to continue in school. Provisional enrollment students are those students who have begun the process before enrollment and continue the necessary immunizations as rapidly as is medically feasible.

Student Age Group	Required Vaccines
7 <sup>th</sup> grade students, transfer students out of state and foreign students	*3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday *3 doses of Polio vaccine
All students not listed above	*2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month *3 doses of Hepatitis B vaccine *2 doses Varicella (chicken pox) *3 doses of DtaP, DTP, DT, or Td vaccine *3 doses of polio vaccine *2 doses of MMR



## PARENTAL OBJECTIONS:

FORMS FOR PARENTAL/GUARDIAN WRITTEN OBJECTIONS TO PROVIDING PHYSICAL EXAMINATIONS OR PROVIDING IMMUNIZATION INFORMATION TO SCHOOL DISTRICT ARE AVAILABLE AT THE OFFICE OF SUPERINTENDENT.

### F. ATTENDANCE/ABSENCES/TARDINESS

#### F.1 LEGAL GUIDELINES FOR ATTENDANCE

F.1.1 DISTRICT PHILOSOPHY AND ATTENDANCE: Research indicates that the more time spent on task in a classroom increases the amount of learning by the student. We encourage regular attendance to increase the opportunity for learning.

F.1.2 LEGAL REQUIREMENTS FOR ATTENDANCE: Nebraska Public Law 79-201 states, in part: Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven (7) nor more than eighteen (18) years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools...Exceptions: (a) child reached age 16 prior to July 15, 2004, (b) has obtained a high school diploma, (c) has completed a home school diploma or, (d) reached age 16 and has a signed notarized statement from parent or guardian allowing disenrollment.

F.1.2A HOMELESS CHILDREN ENROLLMENT: HOMELESS CHILDREN ENROLLMENT: Students identified in state law as homeless children shall be admitted without payment of tuition. Transportation of homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law. Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. The School District will work with the Homeless child(ren) and any guardians or parents to ensure that they have an opportunity to meet the same student performance standards to which all students are held. If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. Harvard Public School will ensure that all children, including homeless, are provided a free, appropriate public education and have access to the same services offered to other children. Lack of school records, immunization and medical records, birth certificates, guardianship issues or other documentation issues from a previous school will not delay the enrollment of a homeless child. The Superintendent shall act as the District liaison to ensure compliance with all laws or protections concerning homeless children. The District has adopted a dispute resolution to protect the right of homeless children. It is as follows:

The homeless child and parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. They shall carry out the dispute resolution process as follows...

1. The Coordinator will work with the homeless child and parent / guardian to submit a written dispute statement. The resolution form shall be used if such is available.
2. When it is determined that additional information would be helpful, the Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.

3. The Coordinator will contact the school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the homeless child and parent / guardian and the District.

4. The Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.

5. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.

In the event of an enrollment dispute, the homeless child's placement shall be at the school in which the enrollment is sought pending resolution of the dispute in accordance with the dispute resolution process. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute. (see C.3 of this handbook)

F.1.3 PARTIAL ENROLLMENT OF 7-12 EXEMPT STUDENTS (Home School). The Harvard Public School's Board of Education approved partial enrollment of grades 7-12 Exempt School students at its April 14, 2005 regular board meeting. Partial enrollment shall mean that students attending an Exempt School will be allowed to enroll in the public school's curricular programs from 1 to 7 periods of a school day. Additional information involving this regulation and activity participation is available through the Office of Superintendent (772-2171).

F.1.3A FULLTIME ENROLLMENT OF 7-12 EXEMPT STUDENTS (SEE I.2.4H): An Exempt student who has been receiving his/her education in a home school may begin attendance immediately in Harvard Public School. The District will accept or reject exempt school (home school) earned credits on a course by course basis after comparing the Exempt school's curriculum and grading/assessment practices with the District's curriculum and course standards.

F.1.4 REPORTING OF VIOLATORS: Nebraska Public Law 79-201 states, in part: Any ...principal... who shall know of any violation of section 79-201 on the part of any child of school age, by his or her parents...shall within three (3) days report such violation to the...District Superintendent.

F.1.5 CONSEQUENCES FOR VIOLATORS: Nebraska Public Law 79-216 states, in part: Any person violating the provisions of sections 70-201 to 79-215 shall be guilty of a class III misdemeanor. Students may not leave the building at any time for any reason unless excused by the office. They are to present to the principal a written request from their parents or guardian for an "prearranged excuse" and are to be granted permission before leaving.

F.1.6 ATTENDANCE AND REPORT CARDS: A student's attendance is shown on his/her Powerschool account indicating the number of times he/she was absent from class for any reason excluding school activities.

F.2 STUDENT ABSENCE - In the event a student is absent from school, please call the school 772-2171 and tell the secretary that they will not be in attendance. Calls should be made between 7:30-9:00 a.m. When your child does miss school, a written excuse signed by the parent or guardian should be sent to the office on the day the student returns to school.

F.2.1 ANTICIPATED ABSENCE - Students may find it necessary to leave school early because of dentist or doctor's appointments, or personal matters. Parents need to phone ahead of time or send a note with your child explaining the time your child will be leaving, and the reason for leaving early. This will give the teacher an opportunity to make arrangements for make-up work, etc. ***When a parent comes to the school to pick up their child, they need to report first to the main office. Do not go directly to the child's classroom.***

### F.2.2 PREARRANGED ABSENCES (SEE F.3 FOR ADDITIONAL INFORMATION)

When a student plans to be absent from school, a prearranged absence slip will be issued if the student presents a note or call from home confirming the absence. This slip will be presented to each teacher for advance work assignments. In cases where students plan to be absent several days, teachers may allow some of the work to be done upon return. Teachers are not to give advance make up assignments unless the student has a prearranged absence slip issued by the office.

### F.3 EXCESSIVE ABSENTEEISM (BOTH EXCUSED AND UNEXCUSED)(see Board policy 5008/5111)

It shall be the policy of Clay County District No. 11, also known as Harvard Public Schools, to report as truant any student enrolled in the District for excessive absenteeism on the part of such student. For purposes of this Policy, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism", as used herein, shall mean unexcused/excused absences exceeding 10 days per semester or the hourly equivalent. Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209; Neb. Rev. Stat. ' 79-527

For any semester in which the number of unexcused/excused absences exceeds 10 days or its hourly equivalent, the School may limit the permission granted to the student to attend activities that occur during the school day (limiting the amount of time they miss class for activities) and the Superintendent or his/her designee shall see that services which shall include, but need not be limited to, the following are provided to the student and his/her parent or guardian:

1. One or more meetings between a school attendance officer, school social worker or other person designated by the school administration if such school does not have a school social worker, the student's parent or guardian, and the student, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings;
2. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the student in an alternative education program that meets the specific educational and behavioral needs of the student, would help solve the truancy problem;
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, by another person designated by the administration, to identify conditions which may be contributing to the truancy problem. If services for the student and his/her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

**A. REPORTING TO THE COUNTY ATTORNEY:** If the student in question continues to be or becomes habitually truant, the attendance officer for the District, or the Superintendent or his/her designee, shall serve a written notice to the student violating Section 79-201 warning him/her to comply with its provisions. If, within one week after the time such notice is given, such student is still violating the Section, the attendance officer or Superintendent or his/her designee shall file a report with the county

attorney of the county in which such student resides. In addition to such written report, the attendance officer or the Superintendent or his/her designee shall make reasonable efforts to telephonically report the continuing or habitual truancy of the student.

At any time during the school year when a student shall have been absent more than 20 days cumulatively or a like amount of time on an hourly equivalency, the attendance officer or the Superintendent or his/her designee shall report that fact to the county attorney in the county in which the student resides. In addition to notifying the county attorney of such fact in writing, reasonable efforts to telephonically inform the county attorney, as well, shall be made. If the county attorney requests or requires any other reporting forms, the school attendance officer or the Superintendent or his/her designee shall complete such forms for reporting such excessive absenteeism or habitual truancy as described by this Policy and as defined by statute.

B: REPORTING TO THE COMMISSIONER OF EDUCATION: The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

### F.3 Addendum for K-5 Students

**EXCEEDING 10 DAYS ABSENCES PER SEMESTER:** Attendance is essential in the educational success for Harvard Public School students. The following stipulations are in place to ensure future success for your child after your child has missed more than 10 days per semester.

1. Incomplete grade until work is made up
  2. Parent/Teacher Conference
    - A. Discussion of possible retention
  3. Contacting County Attorney for child truancy
- Absences include any non-school related absence.

The above criteria will apply unless a parent/guardian appeals to the District's Attendance Committee. To stress the importance of attendance, students who miss 5 or fewer days per semester will be rewarded at the end of each semester.

F.3.1 REGULATIONS TO ATTENDANCE POLICY (Board policies 5111 and 5008)(excessive unexcused or excused absences—exceeding 10 days or hourly equivalent)

### F.3.2 ATTENDANCE GUIDELINES FOR UNEXCUSED ABSENCES (TRUANCY)

**TRUANCY DEFINED:** An absence will be considered truant if the student is absent without the knowledge and permission of his/her parents or the school. Unexcused absences (truancy) include a student being kept out of school by parents for any reasons NOT sanctioned by the school district. A student will also be truant for not attending a required class while remaining in the school building or leaving the building without permission from the central office. Unless an emergency exists, the district will only sanction absences which have had prior district approval and which do not exceed the 10 day limitation.

**F.3.2A UNEXCUSED ABSENCES (truancy):** Students will be given the opportunity to make up the work for the particular period of time they missed and the administration has the ability to implement appropriate consequences to address habitual unexcused absenteeism.

### F.3.3 ATTENDANCE GUIDELINES FOR ABSENCES:

#### F.3.3.1 DISTRICT SANCTIONED EXCUSED ABSENCES PRIOR TO 10 DAY LIMITATION:

A. Serious illness of the student which causes him/her to remain home, illness which prompts the school to send him/her home, or a serious illness in the family demanding the student's presence at home.

B. Ill students or those leaving school due to illness: A student who is ill and missing school, may not return after the school day and participate in activity practices or scheduled activities. Administrative discretion will prevail involving activity participation should special circumstances exist requiring a student to leave school during the day due to illness and then return to school at a later time.

A STUDENT IS RESPONSIBLE FOR INFORMING HIS/HER ACTIVITY SPONSOR IF HE/SHE HAS BEEN ILL AND RETURNED TO SCHOOL DURING THE SAME SCHOOL DAY.

C. Death in the family or death of a near relative.

D. Absence due to medical and dental appointments.

E. Driver's Licensing, school permits, etc.

F. Special requests from parents may be considered excused if cleared prior to the absence through the principal.

G. The central office/administration reserves the right to reject or accept a parental excuse for a non-participant to attend a school activity during scheduled school hours.

H. Do not expect absences to be excused for other reasons than above.

#### F.3.3.2 DISTRICT GUIDELINES FOR ABSENCES EXCEEDING 10 DAY LIMITATION:

- A student, who exceeds 10 absences or the hourly equivalent in any period per semester, will receive a 10% grade reduction to his/her final semester grade, in the affected periods.
  - Each absence beyond 11 days will result in an additional 2% grade reduction on his/her final semester grade in the affected periods.
- (A) Two letters will be sent home prior to a student exceeding 10 absences to notify parent(s)/guardian(s) of the current number of absences and the ramifications of exceeding 10 absences. The first letter will be mailed upon reaching 5 absences or the hourly equivalent in any one period of the day. A second letter will be mailed after the student has reached 8 absences or the hourly equivalent in any one period of the day.
- (B) **APPEAL PROCESS**: Parents/Guardians may appeal to the attendance committee within 5 school days of exceeding the limit to present reasons why the 10% grade reduction should not apply to their child. A meeting will occur with the attendance committee Parents/Guardians must accompany their child to an appeals hearing. To request an appeal of the attendance committee please use the form provided below or one similar. A student is limited to one appeal per semester. The attendance committee will consist of 2 permanent teachers, 2 rotating teachers, the high school principal, the high school guidance counselor, and the schools social worker if applicable. The decision of the attendance committee is final. The attendance committee has the right to overturn the entire grade reduction, any part of the grade reduction, or enforce the entire grade reduction.
- (C) Exceptions may be made for extenuating medical circumstances by the administration.
- (D) **GRADE REDUCTION EXAMPLE**: Student A has a final grade of 83%, but has exceeded the 10 days of absences and has missed 12 times in this period. Since the student has been absent 12

times a 12% grade reduction will occur. This student's final grade after reduction is figured as follows:  $83 * .12 = 9.96 // 83 - 9.96 = 73.04 //$  Final Grade: 73%

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**F.3.4 Attendance Policy Appeals Form:** Parents/Guardians who wish to meet with the Attendance Committee, may be asked to present a written request to the secondary principal similar to the example presented below:

I, \_\_\_\_\_, am requesting to meet with the attendance committee to appeal the grade reduction regarding my child, \_\_\_\_\_. I am appealing the grade reduction based on the following reasons:

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Please schedule a time when you return this form for your meeting with the attendance committee.

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**F.4 PROCEDURE FOR BEING READMITTED TO SCHOOL WHEN ABSENT IS AS FOLLOWS:**

1. Parents are asked to call the high school office between 7:30 a.m. and 9:00 a.m. at 772-2171 or bring a written excuse to the principal signed by parent or guardian, stating the reason for the absence and the date(s) the student was absent.
2. The central office will issue an admit slip. The admit slip is to be presented to each classroom teacher during the day by the student. The teacher will indicate your make-up work to be completed and will initial the slip indicating that you have obtained your assignments.
3. Students are responsible to obtain assignments and see that assignments are completed in the time allotted and turned into teachers to receive full credit when absent.

**F.5 MAKE UP WORK DUE TO ABSENCES**

An absent student will be permitted to make up his/her work and is expected to make the effort to see that it is done. He/she will have two (2) days for the first day of absence and one (1) day for each additional/consecutive day absent from school. For example, if he/she was absent three days, he/she will have 4 days (2+1+1), counting the day they return, to turn in the makeup work. For example, if a student is gone Monday, he/she will have until the end of the day on Wednesday to hand the work in. Another example, if a student is gone Monday and Tuesday, he/she will have until the end of the day Friday to hand his/her work in.

An excused absence from school, either from one class or for an entire day, does not excuse a student from making up work that is missed. It is the student's responsibility to contact the teacher and make arrangements for make-up work. Students who do not make work up in the appropriate time line will be referred to the After School Academic Program (see F.6.3).

F.6 ABSENCES DUE TO ACTIVITIES: ADVANCE MAKE-UP SLIPS: School sponsored activities in which the student is participating will not be recorded as an absence from the regular school schedule. Students, however, are responsible for work assigned during such activities and must procure an advance make-up slip and complete the work.

F.6.1 PREARRANGED ABSENCES AND ACTIVITY PARTICIPATION

A student with a prearranged excused absence will be allowed to participate in all practices and activities.

F.6.2 UNEXCUSED ABSENCES AND ACTIVITY PARTICIPATION

F.6.2A STUDENTS ARRIVING AFTER 9:15 AM OR LEAVING SCHOOL DURING THE DAY:

Participants in any activity should have good attendance and should never be truant from classes. Students not in school by 9:15 a.m. will not be permitted to participate in any school sponsored activity (This includes practices, games, contests, plays, etc.) The exception: You must clear all anticipated absences through the principal prior to the absence and it must be an EXCUSED absence.

F.7 SUSPENSION FROM SCHOOL—MAKE-UP WORK GUIDELINES (SEE POLICY 5144)

F.7.1 CLASSROOM SUSPENSION AND MAKE UP WORK

The student will be provided with the opportunity to make up all assignments and examinations provided that he or she corrects the inappropriate behavior, meets with the teacher and makes arrangements to complete the work

F.7.2 IN / OUT SCHOOL SUSPENSION AND MAKE UP WORK

The student will be provided with the opportunity to make up all assignments and examinations provided that he or she corrects the inappropriate behavior, meets with the teachers and makes arrangements to complete the work.

F.8 LONG TERM SUSPENSION OR EXPULSION AND MAKE UP WORK

Students who receive long term suspension or expulsion will not be allowed to make up assignments and examinations during the time of the suspensions unless the administration feels other arrangements are necessary. They will receive no credit for work missed.

F.9 ADMINISTRATIVE DISCRETION/SUSPENSION/EXPULSION AND MAKE UP WORK

The administration reserves the right to deviate from the "Out of School Suspensions and Expulsion" guidelines if particular circumstances exist such as, but not limited to the following:

1. What impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate
2. To obtain full credit in any course
3. Whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educational relevant outcomes

F.10 STUDENT TARDINESS:

Students should arrive at school in time to be seated in their classrooms by 8:00 a.m or to each following period by the tardy bell. When a child arrives at school late, parents are advised to send a note to the office explaining the reason for the tardiness. Students are not to be late to class from the Breakfast Program. A student arriving more than 15 minutes after the start of the period will be counted absent.

#### F.11 STUDENT TARDINESS-TEACHER RESPONSIBILITY.

Teachers should mark students tardy in Powerschool from period 1 through period 8. Students at Harvard will have three (3) minutes to pass making most reasons for tardiness inexcusable. Teachers who detain a student for any reason that will prevent he/she from getting to their next class on time must provide the student with a pass or note for the student to take to their next class. Teachers will honor passes from other teachers. All tardiness to class is to be unexcused unless another teacher provides a pass.

F.11.1 Restroom leaves or other requests: Students are to first report to their assigned class and ask the teacher if they may use the restroom or leave the classroom for other reasons and have a planner or pass.

#### F.12 STUDENT PASSES TO LEAVE THE BUILDING/PERMISSION FROM FRONT OFFICE

Any student leaving the building during school hours for any reason must be excused in the office. A "permit to leave the building" slip will be given by the office. Teachers are not to send students on errands off of school grounds without prior clearance from the office.

#### F.13 STUDENT PASSES TO LEAVE CLASSROOM OR STUDY HALL

At all times other than period changes and lunch, students are not to be moving around the building without a pass or planner from the teacher responsible for them at that particular time. Passes must have the student name, period, destination, and both teachers signature and the time the student left the room.

#### F.14 Guidelines for 6-12 Harvard After School Academic Program

- (1) Students who do not complete their daily homework on time or have homework that is completed at less than 70% proficiency for any class will be required to attend the Harvard After School Academic Program at the end of the regular school day. The program (ASAP 9) will run from 3:33 – 5:30 Monday through Friday. Students will be required to remain in ASAP for at least 30 minutes unless dismissed by the sponsor (at their discretion). Students will report to the after school program at 3:33 and will not be allowed to complete various tasks around the building. Activity students may sign up for ASAP o held the following morning beginning at 7:00. Non-activity students with Administrative approval may sign for ASAP o. The Administration reserves the right to make ASAP 9 a mandatory assignment based upon the amount of work that is missing, the availability for assistance from specific staff members or other pertinent reasons.
- (2) A student that attends ASAP o and does not complete all assigned work by 7:45, will attend ASAP Lunch, if work is still not completed the student must attend ASAP 9 that same day.
- (3) Students who participate in school sponsored afterschool activities will be allowed to leave the afterschool program early on days when they have a school sponsored afterschool activity that requires them to leave the school prior to 5:30.
- (4) Students must not only score a 70% but must also complete all of the problems on all assignments. Students may not choose to not complete an assignment or not reach at least 70% proficiency. Students will be required to report to the afterschool program to rework any homework that they did not receive a 70% on and will be required to continue to attend until they have at least 70% proficiency. A student will continue to attend the afterschool program until their work is completed and proficient (70%) or may be assigned a detention by the teacher to complete the work.



- (5) Regardless of the reason, students are required to attend ASAP 9 or o. Students who do not attend ASAP will be assigned ASAP Lunch that day. Students that attend ASAP Lunch will go to the ASAP Lunch location immediately upon being dismissed from class for lunch. Students will be provided with a sack lunch in lieu of the hot lunch served that day. Students will also not have cell phone or other usual lunch time privileges. Food items, excluding the school purchased sack lunch, will not be allowed during ASAP Lunch. If students fail to complete their homework during ASAP Lunch they will be required to attend ASAP 9 that afternoon.
- (6) The lowest and highest grade a student can receive on a homework assignment not turned when the assignment is due is a 70%, i.e. the student must earn at least a 70% for the homework to be considered complete, but the highest grade he or she can receive for this late assignment is a 70%.
- (7) If multiple attempts occur on the same assignment, the teacher may seek approval from the administration to discontinue the ASAP referral process and allow the student to receive their original grade or the most recent grade. The administration will conference with involved parties to deem if appropriate effort has been made in regards to completing work.
- (8) Administrators may make individual ASAP modifications for certain students, in unique instances, if teachers and administrators determine an alternate plan of assistance is beneficial. Administration reserves the right to utilize ISS for students with repeated ASAP violations or for any situation the Principal deems is warranted by ISS.

## G. MEDICAL AND HEALTH ISSUES

### G.1 GENERAL HEALTH CONSIDERATIONS FOR PARENTS/GUARDIANS AND THE SCHOOL DISTRICT

- A. Parents should leave name, address, and phone number of a cooperating relative or friend in case of emergency. This person would be easily reached and know the parent is using their name.

(EMERGENCY CONTACT AND EMERGENCY MEDICAL CONDITIONS: PARENTS/GUARDIANS HAVE THE RESPONSIBILITY OF MAKING THE SCHOOL DISTRICT AWARE OF ANY MEDICAL CONDITIONS THEIR SON/DAUGHTER MAY HAVE OF WHICH THEY ARE AWARE){see one page flyer contained at the back of this manual to be turned into the office the first week of school}

- B. Parents will be required to leave name, address, and phone number of the child's doctor in case of extreme emergency and parents cannot be located.
- C. Parents should leave their employment phone number with the school.
- D. Ill children will not be sent home alone. It is the parent's responsibility to assume the care for their child and to make arrangements for such care. If a parent cannot be reached at home or work, the person whose name appears on the emergency information slip furnished previously to parents will be contacted to assume responsibility.
- E. If a parent is not available and immediate medical attention is required, the child will be taken to the child's doctor or associate, if the child's doctor is not immediately available. The City Emergency Unit will be called upon by request of parent and/or school personnel in situations such as fractures, dislocations, etc. If the situation is a matter of life or death, the unit will be called immediately and then the parent will be notified.

G.2 CRITERIA FOR DISPENSING MEDICATION TO STUDENTS: (one page flyer contained at the back of this manual)

1. Parents will need to complete and sign the "Guidelines for Dispensing Medications" sheet on each child.
2. All medications given by the nurse will need to have the original medication bottle labeled as follows:
  - A) Student's name
  - B) Name of medication
  - C) Dosage
  - D) Dosage times
  - E) All prescription medications will need to be accompanied by physician order and a parental permission slip to dispense the medication. All students are to leave medication with the main office or nurse upon arrival at school.
  - F) The nurse will dispense non-aspirin only to those students with parental consent.

G.3 LIFE THREATENING CONTAGIOUS DISEASES: Any student or employee may be excluded, including but not limited to HIV/ARC/AIDS cases, from school if they have a dangerous communicable disease and pose an imminent threat to the health and safety of the school community.

G.4 CONTAGIOUS OR INFECTIOUS DISEASE/CONTAMINATION OF A SCHOOL EMPLOYEE: Students showing any signs or symptoms of a contagious or infectious disease are required by law to be sent to their home immediately, or as soon as safe and proper conveyance can be found. Children who have been excluded for a confirmed communicable disease will not be allowed to return to school until the minimum isolation period has elapsed as defined by the Nebraska Health and Human Services. Any employee who believes that the body fluids of a student or an airborne pathogen may have been transmitted from the student to the employee may request that the student consent to be tested. If the family refuses, the school district WILL petition the District Court for an order to mandate such testing.

G.5 STUDENT ILLNESS OR INJURY AT SCHOOL:

If any pupil develops symptoms of illness or is injured at school, the parent/guardian, or any other person denoted as emergency contact designee will be notified immediately; if deemed advisable by the school, such person will be requested to come to the school and get the student. If that is not possible, the pupil will be taken home by a school representative. Employees may need to fill out an accident report.

G.6 PRIVACY OF PROTECTED HEALTH INFORMATION: (Policy 4146/5125.1)

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 protects certain health information. Prior to obtaining or releasing employees' or a student's protected health information, employees or a student's parents/guardians may be requested to sign an authorization for the disclosure of health information. If protected health information is requested from a third party, the School District will ensure that protected health information is released only as allowed by federal and state law. Adopted: 5-12-03

G.7 STUDENTS WITH ASTHMA OR SEVERE ALLERGIES:

If a child has asthma or a severe allergy he/she is to contact the school nurse to obtain additional information and inform any activity sponsor of special accommodations necessary. If he/she does not notify the school nurse for this information, the school protocol will be followed in the event a child has a severe allergic reaction or an asthma attack.

G.8 CHILD ABUSE AND/OR NEGLECT

Nebraska law requires all school employees to report suspected child abuse or willful neglect. Such report shall be both written and given orally to the Child Abuse Center of the local Department of Public Welfare. If there is no reason to believe that immediate protection for the child is advisable, an oral report shall also be made to an appropriate law enforcement agency.

Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing privileged communication shall not apply in cases of suspected child abuse or

neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor.

#### G.9 STUDENT SELF-MANAGEMENT OF ASTHMA, ANAPHYLAXIS, AND/OR DIABETES MEDICATION—CONTACTING OFFICE AND SCHOOL NURSE FOR DIRECTIONS.

Nebraska State Statutes now require that students be allowed to self-manage their health conditions under specified conditions. All forms and directions necessary for a student self-management program are available through the District's school nurse. Please call the school at 772-2171.

#### G.10 SCHOOL WELLNESS POLICY (Board policy 5417)

Harvard Public School has adopted a School Wellness Policy effective June 2006 and updated annually. A complete copy of this policy is available upon request from the office of Superintendent.

#### G.11 HEAD LICE GUIDELINES:

Students detected with head lice or nits by district trained staff may be sent home from school or treated at school with parental permission. They will be allowed to return the next morning provided that district trained staff check their hair before the beginning of school to ensure that necessary shampooing with lice control shampoo and brushing of the hair has taken place to kill head lice and remove all the nits. RETURNING DURING THE SCHOOL DAY: After being detected with head lice and sent home, a student can go home, shampoo with a lice control shampoo, comb and remove all nits and return to see if the problem has been corrected. If it determined by district trained staff that the problem is corrected, the student will be allowed back in school. CHILD NEGLECT CONCERNS: Parents who continuously send their children to school with head lice may be reported to Health and Human Services for child neglect.

#### G.12 HEALTH INSPECTIONS (Policy 5141.3)

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.

If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious (see G.4 of this Section) disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board shall be at once notified. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received.

## H. STUDENT DUE PROCESS/CORPORAL PUNISHMENT/RIGHTS AND RESPONSIBILITIES/IN LOCO PARENTIS

### H.1 DUE PROCESS OF LAW FOR STUDENTS:

Due process is a procedure which the Courts of Law recognize as a necessary part of rules and regulations used by a school district. Due process recognizes the rights of the individual and outlines a recourse in case a student feels an unfair or wrong decision has been made. This means that in a disciplinary action, the student must be told what is being done and why. The student must be allowed to answer all charges against him/her. In all classroom discipline, it is important that all teachers follow due process.

### H.2 CORPORAL PUNISHMENT POLICY:

- a. Corporal punishment is hereby prohibited in the Harvard Public School District
- b. Nothing in this policy, however, shall be construed to prevent the reasonable use of force in self-defense, the defense of others, the defense of one's property or the defense of property of another.
- c. Should any employee of the district engage in an act of self- defense as described above, such employee shall make an oral report of the incident within 24 hours to the superintendent. The superintendent shall investigate the incident and prepare a written memorandum for district records.

### H.3 "IN LOCO PARENTIS RESPONSIBILITIES" FOR THE SCHOOL DISTRICT

There will be many instances throughout the school year in which the school will fulfill "in loco parentis" (in the place of a parent) responsibilities regarding the children under its care, namely its duties to safeguard, nurture, educate and edify the children whom it is privileged to serve.

### H.4 RIGHTS AND RESPONSIBILITIES: DISTRICT PHILOSOPHY

You, as a student and a citizen of the United States, have those rights guaranteed to all citizens by the Constitution and The Bill of Rights. Laws and court decisions have defined some of the citizen rights relative to students in the specific areas of school placement, records, and discipline.

You, as a student and a citizen of the United States, also have a responsibility not to interfere with another person's exercise of constitutionally protected rights. To define this responsibility further: A student does not have a right to engage in conduct or act in a way that will materially and substantially interfere with the requirement of appropriate discipline in the operation of the school. A student's basic responsibility in school is not to interfere with other students' right to learn and the teacher's right to teach.

## I. STUDENT ACADEMIC AND INSTRUCTIONAL ISSUES

### I.1 HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation from high school will be made on the recommendation of the principal, provided the pupil has completed a minimum of 220 semester hours of work in grades nine through twelve.

Courses necessary for graduation are:

English (4 years)	Geography/Econ (1 year)	*Mathematics (3 years)
Careers (1 semester semester)	American History (1 year)	Intro to Business (1
American Government (1 year)	World Cultures (1 year)	Science (3 years)

PE 9 (1 semester)

9 FCS or 9 ITE

\*All Juniors must be enrolled in either a weighted math class or applied math class.

Courses required to take:

College and Career Readiness (Sophomores)

College Test Prep (Juniors)

I.1.1 DROP/ADD OF CLASSES: Students/Parents will have 7 school days from the start of each semester to change/drop classes, after 7 school days a parent(s) request to change a class will not be granted. Students will be required to complete a class until the end of the semester. Administration reserves the right to circumvent this stipulation.

I.2 ACADEMIC COURSES/WEIGHTED CLASSES AND CLASS RANK

Academic courses will be classified as "Regular Academic" or as a "Weighted Academic Class".

I.2.1 WEIGHTED ACADEMIC COURSES

Spanish III and IV, Mass Media Productions, Algebra I, Algebra II, Geometry

Chemistry, Physics, Anatomy

\*\*Other Courses as approved by administration

I.2.2 AP ACADEMIC COURSES

AP Trigonometry, AP Calculus, AP Chemistry, AP Anatomy, AP Medical Terminology, AP Sociology

\*\*Other AP Courses will be considered as approved by administration

I.2.3 REGULAR ACADEMIC COURSES/CLASS RANK/HONOR ROLL

All other classes not listed above will be considered regular academic courses. They will count towards class rank and honor roll.

1.2.4 ACADEMIC AND CURRICULAR RELATED ISSUES: The following issues relate to the district's academic and/or curriculum programs. The following guidelines have been adopted for the school year, but administrative discretion and/or board of education direction may be necessary to clarify any ambiguities that could arise:

1.2.4A HARVARD PUBLIC SCHOOL APPROVED SCHEDULE AND COURSEWORK:

Only grades earned in academic coursework taken through the curriculum adopted by Harvard Public School or transfer/Exempt school credits approved by Harvard Public School will count towards class rank, grade point average and academic honors. No other course work will be allowed for class rank, grade point average or academic honors unless specifically approved by the administration and board of education.

I.2.4B CARNEGIE SCALE AND CLASS RANK AND GRADE POINT AVERAGE (GPA)

Effective 1990, the "Carnegie Scale" will be used to determine class rank and G.P.A. Each percentage grade is assigned a numerical value from 0.00 to 4.50. Below is a definition of point values:

Grade	AP Class	Weighted Classes	Grade	Regular Classes	
93-100	A+	4.50	93-100	A	4.00
90-92	A	4.00	90-92	B+	3.50
85-89	B+	3.50	85-89	B	3.00

82-84	B	3.25	3.00	82-84	C+	2.50
78-81	C+	2.75	2.50	78-81	C	2.00
75-77	C	2.25	2.00	75-77	D+	1.50
70-74	D+	1.75	1.50	70-74	D	1.00
67-70	D	1.25	1.00	69-0	F	0.00
66-0	F	0.00	0.00			

#### I.2.4C VALEDICTORIAN AND SALUTATORIAN RECIPIENTS/ENROLLMENT REQUIREMENTS

In order for a student to be eligible for valedictorian or salutatorian honors at the time of his/her graduation from Harvard Public School, he/she must have been enrolled full time at Harvard Public School for four (4) consecutive semesters (junior and senior year) prior to his or her graduation. Any waiver to this regulation must have board of education approval. The administration also reserves the right to take into consideration the student course schedules when determining the valedictorian and salutatorian.

#### I.2.4D HARVARD PLUS ALTERNATIVE EDUCATION PROGRAM:

Harvard Public School offers an on campus alternative education program. This program will offer a variety of services to its students and teachers including, but not limited to: alternative high school education program, credit recovery program, high ability credit program, supplemental resource for student in the 9-12 Special Education program, curriculum enhancement for teachers in all subject areas, and as a curriculum or credit resource for unforeseen situations that may arise. **ENROLLMENT REQUIREMENTS:** Harvard students must enroll in the Harvard Plus program to have their alternative education needs paid by the school district. Credits received from another alternative education program will be the expense of the student.

#### 1.2.4E CAREER ACADEMY COURSE WORK:

This curriculum will be offered through the district's class schedule. These courses will count towards grade point average, class rank and honors when appropriate.

#### 1.2.4F DUAL CREDIT COURSEWORK:

Students who receive dual credits from coursework not sanctioned by Harvard Public School cannot use these credits to replace required graduation coursework unless a specific waiver is granted by the administration and board of education because of unforeseen circumstances or schedule conflicts that cannot be resolved. These credits will be placed on a student's transcript.

#### 1.2.4G NETWORK NEBRASKA CREDITS:

For the current school year, Harvard Public School will be able to offer coursework outside of its adopted schedule through a program called Network Nebraska. Credits offered through this program will have to be arranged through an agreement approved by the student, his parent/guardian, and administration and the board of education. Students will not be allowed to take Network Nebraska coursework for class rank, grade point average and academic honors in place of courses provided by the district adopted schedule unless a specific waiver is granted by the administration and board of education due to unforeseen circumstances or schedule conflicts that cannot be resolved.

#### 1.2.4H EXEMPT SCHOOL CREDITS ACCEPTED AFTER FULL TIME ENROLLMENT:

The District will accept or reject exempt school (home school) earned credits after an exempt student enrolls fulltime on a course by course basis after comparing the Exempt school's curriculum and grading/assessment practices with the District's curriculum and course standards. Exempt School Credits accepted by the District will become part of the student's permanent record and will count towards the student's class rank, grade point average and academic honors. An Exempt student must be enrolled for his or her junior and senior year to be eligible for valedictorian and salutatorian honors.

I.2.4I Foreign Exchange Requirements: An student that attends Harvard as a Foreign Exchange student is required to enroll in Mass Media Productions for both semesters unless given administrative approval for an alternative course.

### I.3 NON-ACADEMIC COURSES/CLASS RANK/HONOR ROLL

Non-academic classes include Physical Education, Music and Teacher Assistant. Non-academic courses do not count towards class rank but do count towards the honor roll.

I.4 INCOMPLETE GRADES: An "I" is given in accordance with the following procedures:

1. It should be given only when a student has been unable to complete the required work because of personal illness or serious illness or death in the family or conditions beyond the control of the student.
2. When a student receives an "I" at the end of the quarter/ semester, he/she will have no longer than 2 weeks after the opening of the next quarter/ semester to remove it. If it is not removed, it may become an "F".
3. When an "I" is given at the end of the quarter/ semester, it becomes the responsibility of the teacher to change the "I" to a passing grade if the student has made up his/her work, or to an "F" if the student has not satisfactorily completed the work.

### I.5 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> GRADE RETENTION

The following applies to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. A student will be retained in his/her current grade level based on the following criteria:

- 1) failure to pass (70%) all core curricular subject areas: MATH, ENGLISH, SCIENCE, WRITING and HISTORY (or)
- 2) failure to make up any of the above courses. Failed courses will be reassigned to be completed over the summer.

The Principal reserves the right to make the final decision based on the following information:

- 1) meeting with parents and teachers
- 2) the student's performance in his/her other classes
- 3) overall school conduct/academic abilities

### I.5.1 K-5 RETENTION / PROMOTION

When it is determined by the teacher and/or parents that retention or non-promotion of a student could be beneficial to the student's later success, the teacher may recommend to the principal and the parents that a child be retained. As district representatives, the final decision will rest with administration; however, parents will be consulted before any decision is made. In case of retention, parents should have previous notice of the child's continued problems in school and the child's grades and/or behavior should reflect a need for retention.

### I.6 SUPERINTENDENT AND PRINCIPAL HONOR ROLL

The SUPERINTENDENT'S HONOR ROLL is based on all A's. The PRINCIPAL'S HONOR ROLL is based on A's and B's.

### I.7 ACADEMIC PROGRESS REPORTS/UPSLIPS/DOWNSLIPS

Students that are doing outstanding work, who have shown noticeable improvement, or are working above their ability should receive upslip notices from their teachers. Students who are doing failing

work, near failing work, or working below their proven abilities should receive downslips or warning notices from their teachers. These notices are mailed to parents/guardians at any time during the grading period.

#### I.8 HARVARD HONOR'S SOCIETY

Students will be inducted into the Harvard Honor's Society after completing at least 3 semesters at Harvard High School. Eligibility will be based upon a total grade point average of 3.50 or higher.

#### I.9 HOMEWORK

Each pupil is expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon the pupil's degree of efficiency. Normally, at least an hour a day should be spent in the preparation of the average assignment. Since the capacity to learn varies, no definite limit can be set for the amount of home study needed except that required for completion of the assignments. If work is not completed within a reasonable time, the student is encouraged to seek the help and advice of his teachers and consult with the principal or guidance counselor. If the pupil abides by these suggestions he/she should be successful in all his course work and happy with school in general.

#### I.10 REGISTRATION FOR NEXT SCHOOL YEAR

All 5-11 grade students register for the ensuing year the preceding Spring. Therefore, all students have been assigned classes which meet as nearly as possible their needs and desires as indicated by their Spring registration. New students and transfer students will register as they enroll in Harvard Public School.

#### I.11 CHANGE IN REGISTRATION

With proper planning, there should be no need for any changes in student registration. However, there are always some students who may have to change their registration after school has begun. Changes are permissible, but must be completed by the end of the first 7 school days of each semester. If a schedule change is necessary, the student should get a change of schedule form from the guidance counselor.

#### I.12 FINAL SEMESTER TESTS REQUIRED:

Final Tests will be required each semester for 6-12 students in Math, Science, English and Social Studies. Final tests should test students upon the major learning objectives or State Assessment Standards presented by the teacher during the semester grading period. The final test grade will count for 20% of the semester grade (6<sup>th</sup>/7<sup>th</sup> grade 10%). Teachers are urged to also give final tests in other subject areas.

### J. STUDENT NON-INSTRUCTIONAL ISSUES

#### J.1 ANNOUNCEMENTS

The majority of daily announcements will be in bulletin form and distributed by the office. 6-12 announcements are to be read by teachers to the students during second period class and they also will be posted. Anyone wishing to present an announcement needs to clear it through the administration and then present it to the office. Announcements will need to be turned into the office as early as possible.

#### J.2 AWARDS FOR ACHIEVEMENT

Harvard High School policy pertaining to awards for courses, programs or classes is written to comply with the Nebraska High School Activities Association by-laws.

#### J.3 DRIVING AND PARKING



Students of Harvard School driving to school are required to park their vehicles in the student parking lot. No vehicle driven to school shall be moved by a student from its parking place after arrival in the morning until after dismissal at the end of the day without approval from the principal or superintendent. Students using the south parking lot are to park their cars in a North-South direction. Students are not to park in the Visitor, Official, or Handicapped parking areas.

#### J.4 STUDENT LOCKERS (SEE ALSO SAFETY AND SECURITY OF BUILDING)

Each student will be assigned a locker. The locks/lockers are the property of the school and the school reserves the right to inspect the locker at any time. Periodic inspection will be made by the administration to see that they are kept neat and orderly. Use only your assigned locker. It is the responsibility of the student to make sure that their lock is secured and the locker door closed. Only school related material will be allowed on lockers.

##### J.4.1 STUDENT LOCKERS AND MISSING ITEMS

The school district is not responsible for items missing from lockers. Students should never keep money or valuable items in the lockers. If desired, these items will be stored in the safe in the office. Students need to put locks on their lockers.

#### J.5 PARENT-TEACHER CONFERENCES

A school initiated conference for students will be held during the first and third quarter of each school year. Other conferences may be held if deemed necessary. Parents and teachers should feel free to ask for a conference if they so desire. As parents, you have a very special insight into what your child is like at home. The teachers have an insight into what your child is like in a learning environment away from home. Conferences enable the teacher to plan the teaching of your child more effectively, and will provide clues for you to work with the teacher to help your child. Everybody gains, especially your child.

#### J.6 STUDENT INSURANCE

Accident insurance and dental insurance are not offered through the school. This type of insurance is encouraged for all parents that are not otherwise insured.

#### J.7 STUDENT USE OF COPY MACHINE

A copy machine is located in the office, the multi-purpose room and library. Students must gain permission to use the copier located in the multi-purpose room or library. Teacher Assistants (TA's) may use the copiers only with permission of the cooperating teacher.

#### J.8 MEDIA CENTER USAGE FOR STUDENTS

This area is for quiet research. In order to maintain this quiet atmosphere, no student may enter the library except with a pass from a teacher or under the supervision of a classroom teacher.

J.9 TEACHER ASSISTANTS (or TA's): Teacher assistants may be assigned to teachers or contracted personnel through the counselor's office with approval of the principal. No employee is to make a student a teacher assistant without first receiving administrative approval. The following guidelines must be adhered to by the teacher for the use of a teacher assistant:

- a. The teacher is to make the student part of his/her regular lesson plans with specific work for the student to do each day. Once a student assistant is assigned to a teacher, the teacher has total responsibility for supervising the student on a daily basis. The student is not to leave the teacher's classroom for any reason that is not classroom related. Specifically, the student is not to be allowed to a) go to his/her locker, b) wander the halls, c) use the telephone, d) go to the library and, e) meet and confer with other students.

- b. Students are not to be given responsibility for total supervision of other students. Teacher assistants are never to mete out discipline to other students but are to accurately report student misconduct to the teacher in charge.
- c. Teacher assistants are not to grade or record other student's assignments. This is the responsibility of the classroom teacher.
- d. Teacher assistants must be held accountable for their dress and conduct by the classroom teacher.
- e. The classroom teacher is expected to orientate the TA in the proper use of the district's copier machines or any other orientations the students will require.
- f. TA's may do much of the bulletin board and duplicating work for a teacher, and/or a TA may work with students who need special help.

Upon successful completion of a teacher assistant's assignments, the student will receive five non-academic credits per semester.

#### J.10 INTERNET GUIDELINES FOR EMPLOYEES AND STUDENTS

The Internet system provided by the Harvard Public School District is intended for exclusive use by registered users who are responsible for the use of their password and account. All users are expected to exercise responsible behavior when on the network. Any misuse will result in suspension of the account privileges with more disciplinary action to follow. Misuse will be defined, but not limited to, the following:

1. Using someone else's network account is not acceptable
2. Using your network account for non-school related activities is not acceptable (using the Internet to view pornography, or other illicit materials is expressly forbidden)
3. Using unauthorized copies of commercial software is not acceptable
4. Copying software is not acceptable
5. The E-Mail feature is to be used for appropriate purposes
6. Employees/students may be asked by the administration to provide printed copies of Internet materials should any questions arise as to the relativity of some materials to school purposes.

All conditions of this handbook are subject to Board Policy 6800: Internet Safety and Acceptable Use Policy.

#### J.11 TEXTBOOKS

Books necessary for the conduct of classes are furnished to all students without charge. However, students are responsible for the care and replacement of all books issued to them. If a student loses a book during the term of the class, a replacement will be issued immediately to the student with the understanding that he/she is still responsible for the lost book.

Fees for lost or damaged books and equipment will be assessed at the end of each semester or end of the year depending on the length of the class.

J.12 TEACHER'S GUIDE FOR ASSESSING FINES FOR DAMAGED/LOST TEXTBOOKS: Most of the textbooks provided to students are in good usable condition. If, after use, any of these textbooks show wear beyond that accumulated from normal use, it is necessary that a fine be assessed to cover the damages. Fines will be assessed for lost or damaged books. Should the book be found, then the fine for the lost book will be refunded. Fine collection on damaged books is the responsibility of the teacher, however, the fine schedule listed below is to be used in establishing a degree of uniformity in assessment. NOTE: In addition to collection of fines for permanent damage to books, teachers also should require all students to make erasure and minor repairs necessary for future use of books.

J.12.1 DAMAGED BUT USABLE BOOKS: Due to the increasing cost of textbooks, students will be assessed a prorated (based upon age/cost of book) fine for damaged texts which are still considered usable.

J.12.2 FINE ASSESSMENT SHEET FOR LOST OR TOTALLY DAMAGED TEXTBOOKS: As a general rule, the district will use a 10% depreciation rate per year for the first five (5) years after purchasing for figuring the replacement cost of textbooks. Depending upon the age of the book, depreciate 10% for each year since it was purchased and assess a fine for this amount. Fines assessed will be a flat rate of \$15 for books older than five years.

#### J.13 LOST AND FOUND ARTICLES

Lost items should be reported to the office. It should be thoroughly understood by all patrons and pupils that the pupil is responsible for his/her own property and that the school cannot assume responsibility for the loss of personal property.

All articles found should be taken to the office. The office will seek to return each article found to its rightful owner. Any articles unclaimed after a reasonable length of time will be disposed of.

#### J.14 USE OF TELEPHONE/TELEPHONE CALLS/CELL PHONE—POLICY-VIOLATIONS

IN CALLS: Pupils will not be called to the telephone from a class except in cases of extreme emergency. If it is necessary to talk to the pupil, the message will be written down and delivered to the pupil at the earliest convenience.

J.14.1 OUT CALLS/TIME LIMIT ON CALLS: Pupils finding it necessary to make a telephone call are welcome to use the phone in hall before or after school and during the noon hour. Do not ask to use the office telephone during school hours, except in emergencies. Students are not to monopolize the telephone and it is recommended that calls be limited to 3 minutes or less.

J.14.2 CELL PHONES (CELL PHONE VIOLATIONS AND THE CELL PHONE POLICY ARE GIVEN TO ALL STUDENTS AND FAMILIES in grade 6-12) During regular school hours cell hours phones must be kept in lockers (and turned off) and used only during student lunch period. Office permission must be given for a cell phone to be used at any other time. The administration will deal with violators in an appropriate manner. The cell phone policy will elaborate on the reserved rights of the school when students bring their cell phones or other electronic devices to school. When bringing these devices on school grounds or when acting as a representative of the school and using such devices, the student is consenting to the search of said device by school staff when the staff determines that such a search is reasonably necessary. Such reasonable grounds would be to believe the search would substantiate a violation of law or school rules.

J.15 WORK PERMITS FOR STUDENTS Work permits for eligible children will be issued only by the Superintendent of Schools in accordance with state law.

#### J.16 CRISIS SITUATIONS—GENERAL GUIDELINES STUDENTS (POLICY 6116)

The following general guidelines, but not limited to, have been approved by the Board of Education to guide district decisions during a crisis situation: Policy 6116

A. School will not be dismissed during a crisis situation unless (such as in the event of tornado or fire) the physical condition of the building or the threat of harm to the students and employees will not permit the school to function normally.

B. No student or students will be released from school during a crisis situation unless parents/guardians personally come to the school and pick up their child. Students not following this guideline will be considered as truant.

C. No funerals shall be held on the school property during regular school hours unless special circumstances exist. Existing situations will be decided by the administration on a case-by-case basis.

D. No physical memorials shall be placed in the school or on school grounds unless specific approval is granted by the board of education upon administrative recommendation or recommendation of the CRT team. The Board recommends instead that a memorial scholarship be created with the Harvard Community Foundation and be given to a Harvard student.

#### J.17 GUIDANCE AND COUNSELING PROGRAM

The Harvard guidance and counseling program is all about helping kids. You can find the counselor in many places; in the classroom, visiting with a group of students about how they communicate with others; in the office, helping a youngster find a solution to a problem he/she is having with a friend; at a desk, working out a class schedule with a high school student; standing before a class, describing career opportunities available to young people.

The counselor can also be found talking with parents about a student's progress, meeting with other staff members to decide the best way of helping an individual student, and working with teachers to provide guidance activities in the classroom.

The Harvard Public School offers a variety of guidance and counseling services. Activities may vary from one grade level to another, but the focus is always on students-helping them to better understand themselves and others, to make wise decisions about their lives, and to realize that the responsibility for future success lies within each individual.

#### J.18 SCHOLARSHIPS/HARVARD COMMUNITY FOUNDATION

Many seniors are eligible for scholarships offered by many colleges, universities, and organizations. For information about scholarships and other forms of financial assistance contact the school's guidance counselor. Many local scholarships are administered by the Harvard Community Foundation. People desiring to create a scholarship fund need to contact the Harvard Community Foundation at the Cornerstone Bank.

#### J.19 CONSUMABLE SUPPLIES:

GRADES 6-12 REQUESTED SUPPLIES FOR CLASSES: The district requests that all 6-12 students provide the following supplies for their classes: Pens, pencils, narrow ruled notebooks, loose leaf paper, 3 ring binder and pocket folders: The district will provide consumable items if a student requests them.

ELEMENTARY SUPPLIES: Supply lists for Grades PreK-5 will be sent home before the school year begins. Lists are available at the office or at Walmart in Hastings.

MUSIC--Student's will be purchasing instruction books, and will rent or buy their instrument. Contact Mr. Thompson if wanting to rent instruments.

PHYSICAL EDUCATION SUPPLIES: All K-6 students will need tennis shoes for PE class. Students are asked to provide a pair of tennis shoes to be left at school.

The district will provide students with personal or consumable items if requested to do so.

## K. STUDENT RECORDS

### K.1 PERMANENT RECORDS

Until the time a student reaches age 18, all materials within the student's cumulative record folder are open to parental inspection. Materials within the folder include identifying data, scores on standardized tests, achievement grades, attendance data, health data, discipline data, family background information, health records, observations and verified reports of serious or recurrent behavior patterns. Parents may request to see these materials and such request will be honored. Parents have an opportunity for a hearing to challenge the contents of the school records and to request deletion of inaccurate, misleading, or otherwise inappropriate data contained therein.

### K.2 STUDENT WITHDRAWAL/TRANSFER PROCEDURES

Parents/guardians should notify the school administration and the teachers involved several days in advance when planning to move/transfer. A copy of the child's permanent record will be sent to the school if requested by the new school.

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer notes from your parent or guardian.
2. Obtain appropriate form from the Principal.
3. Have the form filled out by all teachers, return all school books and property, make sure all fees are paid.
4. Take completed form to the Principal's office for final clearance.

### K.3 DIRECTORY / USE OF INFORMATION:(SEE PARENT'S RIGHT TO OBJECT-pg 82)

When requested, school district administration may release directory information such as: student's name, address, telephone number, date and place of birth, participation in special activities, weight and height, dates of attendance, and the most recent previous educational agency or institution attended by the student, major field of study, degrees and awards, and picture.

FOR WRITTEN OBJECTION TO RELEASING DIRECTORY INFORMATION AND USE OF STUDENT PHOTO/ MEDIA INFORMATION: Student's parents, guardians of students under 18 years of age, and eligible students may object to directory information being released to non-school individuals. All such objections for use of photographs or other media are part of the Parent / Guardian sign off sheet on page 82.

## L. TRANSPORTATION ISSUES

L.1 BUS ROUTES/SAFETY GUIDELINES: Transportation is provided for students living out of the city limits. In order to insure the safety of all students being transported, the following rules will be enforced. Children who do not follow the rules may lose their riding privilege.

- a. Shouting and profanity are prohibited.
- b. The student is to take his/her seat upon boarding the bus and remain seated until the bus/van has come to a complete stop and the door opened.
- c. Arms, hands and other parts of the body are to be kept inside the bus at all times.
- d. No articles of any kind are to be thrown on the bus and trash is to be placed in the proper containers.
- e. Keep your hands, feet and other articles to yourself.
- f. Follow the directions of the bus/van driver the first time they are given. The bus/van driver is the district representative on the bus and is to report any student misbehavior to the administration.

L.1.1 SPECIAL TRANSPORTATION DURING INCLEMENT WEATHER: During severe

inclement weather, the school district will provide special pick up points for students living within the city limits. These pick-up points will be announced to the students during the prior school day.

L.2 USE OF SEAT BELTS REQUIRED IN SCHOOL MID BUSES AND/OR CARS: All school personnel or visitors or students riding in school vans or cars must use seat belts at all times for all occasions.

L.3 PARENT RESPONSIBILITIES FOR USING DISTRICT TRANSPORTATION:

PARENT RESPONSIBILITIES FOR USING DISTRICT TRANSPORTATION:

- Cooperate by having children ready on time and out to meet the bus
- Comply with school regulations and recommendations (if there is any confusion concerning transportation guidelines, please call the school at 772-2171)
- Suggestions for your child's safety should be taken to the Superintendent.
- If your child is ill or not riding the AM or PM route please contact your route driver or phone ahead to an earlier stop on the route, so the route driver can avoid unnecessary travel stops.
- GUEST RIDERS: If your child is a regular route rider, and he/she would like to have an overnight guest who is not a route rider, then the parent/guardian will have to provide transportation for the guest rider. The district will not add additional routes to accommodate guest riders.

L.4 PARENTS TRANSPORTING STUDENT TO AND FROM SCHOOL—SAFETY CONCERNS:

Parents transporting children to and from school---are requested to drop off and pick up students on the south side of the high school. PLEASE AVOID PARKING IN THE POSTED BUS LOADING ZONES.

L.5 STUDENT TRANSPORTATION TO AND FROM ACTIVITIES

Students must ride to activities with the school sponsor unless permission is granted by the administration, sponsor and parent/guardian prior to the scheduled activity. If student is not to return with the team and or sponsor permission must be given to the school/sponsor from a parent/guardian for the scheduled activity.

M. SCHOOL SAFETY AND SECURITY ISSUES

M.1 FIRE DRILLS

Fire drills are held throughout the year without advance notice. Pupils are to pass from their respective classrooms, walking rapidly, but not running. Teachers will provide specific instructions for fire drills. Students must clear the building by at least 100 feet, and not return until the signal is given to return to classes.

South East Exit (Outside of Boys Locker Room): Room 15, Business Lab, Room 16, Boys Locker Room, Girls Locker Room, Stage.

South Exit (Lobby): Office, Principal's Office, Room 12, Room 18, Room 20, Room 21, South half of Bleachers.

Northwest Exit (Main Building): Special Education, Guidance Office, Room 2, Room 3, Room 4, Room 5, Room 24, Cafeteria, High School Library.

Kitchen Exit: Kitchen.

North Stage Door Exit (Across East Gym): North half of the bleachers, Furnace Room.

Southwest Exit: Speech Therapy Room, Room 6, Room 7, Room 8, Room 9, Room 10.

#### M.1.1 FALSE REPORTING OF A FIRE FROM SCHOOL PHONE OR PULLING FIRE ALARMS ON SCHOOL PREMISES

If it can be proven that a student falsely reports a fire from school premises or illegally pulls a fire alarm, such student will first be reported to the State Fire Marshall and local authorities. The district reserves the right to suspend the student under short or long term suspension guidelines.

#### M.2 TORNADO DRILLS (PLAN LOCATED IN BACK OF THIS HANDBOOK PAGE 81)

The alarm for a tornado will be an intercom announcement. The sounding of this announcement will have students immediately follow the instructions which pertain to the area of the building in which they are located at the time. Students will move to the designated shelter areas within the building and assume a kneeling position as instructed.

All teachers will provide instructions to be followed in the event of tornado drills and during an actual tornado.

#### M.3 SCHOOL DISTRICT AUTHORITY TO SEARCH/DETECTION DEVICES

The Harvard Board of Education believes that to ensure a safe school system, the Administration should have the authority to search. Searches may include the cooperation of other designated school personnel, and Law Enforcement Representatives. These searches may include, but are not limited to, school lockers, athletic lockers, student book bags, clothing, desks, and vehicles. Searches may also include the aid of drug sniffing dogs, and other instruments intended to keep schools and public buildings safe from illegal substances and harmful objects. Students found with illegal substances or objects at school may be prosecuted to the full extent of school policy and public law.

M.4 UNSUPERVISED STUDENTS IN SCHOOL BUILDING: All students who are not being supervised by a district approved adult are to leave the school building or premises after the last school bell.

M.4.1 UNSUPERVISED STUDENTS: Unsupervised students in the school building: students who remain or who have entered the building at unsupervised times will/may be held accountable for their actions.

M.5 CONCEALED HANDGUN LAW AND SCHOOLS. The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are not permitted to be brought to or possessed in our school buildings, school grounds, or school activities. The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

M.7 STUDENTS OPENING LOCKED DOORS FROM INSIDE BUILDING: For safety reasons, all doors are to remain locked during the school day with the exception of the front doors. At no time are any students located on the inside of the building to open locked doors to allow students on the outside to enter. All students are to enter through the front of the building.

#### N. NUTRITION PROGRAM AND GUIDELINES

##### N.1 MEAL OR MEAL MONEY:

School lunch sales will be handled through the office. All meals will have been paid for in advance and a receipt will be issued. *This receipt will be the parents/guardians proof of purchase.*

The school will notify the student/family when a student has a low family lunch balance. The school will not allow meals to go unpaid, and students will not be allowed to charge more than two (2) unpaid meals. All meals must be paid for the last week of school. No negative balance will be carried into the summer months. Please see the school Meal Charge Policy 3571.

## N.2 MEAL PRICES:

BREAKFAST: PreK-12 STUDENT SINGLE BREAKFAST \$1.45 ADULT BREAKFAST \$2.20  
ALL STUDENTS-PreK-12 DAILY: \$2.55  
ADULT LUNCHESES-(full tray or complete salad bar): \$3.55 (no single entrée meals)  
ADULT LUNCHESES-(salad only): \$2.45 EXTRA MILK/JUICE: \$.35 SECONDS: \$.75

## N.3 INFORMATION REGARDING FREE OR REDUCED PRICED SCHOOL LUNCHESES:

Copies of the general information, income guidelines and an application form will be sent home with all students during early August. Please call the office if you do not receive your copy or have any questions.

## N.4 NOON LUNCH PERIOD

All students are asked to remember that some classes will be in session while others are on their lunch break. The pop machine is closed from 7:30 AM – 3:30 PM

## N.5 NON-DISCRIMINATION STATEMENT

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, audiotape, 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.

## O. VISITATION PROCEDURES

### O.1 PARENTS/GUARDIANS OR OTHER APPROVED VISITORS

Parents are invited to visit school anytime after the second week of school and before the last two weeks of school. When visiting while classes are in session, parents are asked to limit visits to a maximum of one hour at a time. Parents wishing to discuss something with a teacher should make an appointment to do so before or after school.



## O.2 EXCESSIVE VISITATION AND VISITOR CONDUCT

Excessive visitations can become a distraction for the students and the total educational process.

VISITOR CONDUCT: All visitors must maintain respectable conduct while visiting the school premises. Any disruptive behavior or inappropriate language will be treated as a disruption of the school environment and may be prosecuted by the school district.

O.3 OFFICE CHECK-IN REQUIRED OF ALL VISITORS/TRESPASSING CONCERNS: Visitors MUST first check in with the office before going to any location in the school building and receive a visitor pass. PLEASE secure a visitation pass from the office. Any visitor who refuses to comply with this requirement will be considered trespassing on school property. The school may call law enforcement authorities. In addition, parents are encouraged to contact the teacher prior to the visitation. This procedure is intended for the safety of your children.

## O.4 STUDENTS VISITING SCHOOL

STUDENTS VISITING SCHOOL (receive permission of the principal first)

1. Student requesting a visitor must receive permission from the principal and in some instances the classroom teacher.
2. Visitors may only be students registered in another school.
3. Visitors must stop in the office to pick up a pass before going to a classroom.
4. Former students / friends visiting for social reasons may visit only during the lunch time or other approved times.
5. Prospective students are welcome to visit for an entire day or more upon approval by the Principal.

## O.5 REQUESTS TO CONTACT PUPILS OR TO REMOVE PUPILS FROM SCHOOL PREMISES

Any person, other than a school employee, who comes to school to talk with or remove a child, must obtain permission from an administrator prior to contacting the pupil. Permission shall be granted if there is a clearly valid reason. Ordinarily, such contacts shall be restricted to parents of the pupil, close adult friend of the family when an emergency exists, or a law enforcement official. Any visitor wishing to see a student must stop at the school office and notify the secretary of their presence in the building.

The school will use extreme caution when excusing students. Parents should instruct youngsters never to leave school with a stranger. If a person (excluding government officials) other than a child's parent/guardian calls the school or arrives at school requesting that a child be released, the school will deny that request unless the parents have given prior approval or an emergency exists that the school district has received information about.

## P. ACTIVITIES AND ORGANIZATIONS

### P.1 DISTRICT PHILOSOPHY CONCERNING ACTIVITIES AND ORGANIZATIONS

Extracurricular activities at Harvard Public School are considered an important part of a student's total educational experience. Students are urged to participate in a variety of activities. Generally, students who participate in activities are more successful in their studies and realize more from their school years.

However important extracurricular activities are, students should realize that their first responsibility is to the academic achievement in the classroom. It is hoped that each student can determine the extracurricular load he/she is capable of maintaining without neglecting academic commitment.

#### P.1.1 PARENT/PATRON COMPLAINTS INVOLVING COACHES AND SPONSORS:

Coaches and sponsors are not to engage with parents or patrons in person, via the telephone, e-mail or by letter when issues concerning games or practice strategies, playing time, discipline handed out, or any other concerns that arise from time to time within the school district's activity programs. All such complaints are to follow the guidelines of the district's Parent/Patron Complaint Policy and such complaints must be first directed to the Principal/AD who will arrange a meeting between the parties involved with the complaint (including any student participant should he/she be part of the complaint). Should an agreeable resolution not be reached between the parties involved, then the decision of the Principal/AD will be considered as the final resolution of the complaint.

#### P.2 JUNIOR HIGH ATHLETIC / PE PARTICIPATION GUIDELINES

The junior high athletic teams will be defined by "A", "B", and "C" units as assigned by the coaching staff. No 7th or 8th grade designation will be assigned to individual teams. A starter vs. non-starter will not be a factor in the final grade. Physicals must be on file at school prior to the last Friday of September. All students will practice with the team unless other accommodations are made available, but participation in contests is optional.

P.3 ATTENDANCE AND ACTIVITY PARTICIPATION: Participants in any activity should have good attendance and should never be truant from classes. Students not in school by 9:15 a.m. will not be permitted to participate in any school sponsored activity (This includes practices, games, contests, plays, etc.) The exception: You must clear all anticipated absences through the principal prior to the absence and it must be an EXCUSED absence.

P.4 REGULATIONS FOR ATTENDING STATE TOURNAMENTS: Students can be excused from school to attend any activity sanctioned by the Nebraska Schools Activity Association (NSAA).

1. Written excuse from parent or guardian must be presented to the principal on or before the Monday before the activity.
2. All work must be made up and the absence slip turned in to the principal the day before the absence.
3. Students attending the NSAA activity with parental consent will not be considered to be there as a representative of Harvard Public School.

#### P.5 ACADEMIC ELIGIBILITY PURPOSE/POLICY

1. To make the student aware of low academic performance and hopefully encourage him/her to raise their performance level before it is too late.
2. While activities are extremely important to both the students and the school, the major purpose of the students should be to obtain an academic education.
3. To have an eligibility policy that will attempt to keep the students in school on a long term basis and not just until the end of the semester.
4. To have a policy that is reasonable to implement.
5. To have a policy that is fair and attempts to retain the students rather than force them out.
6. Normally a student that puts forth enough effort to be successful in academics will be your most dependable athlete/activity participant.

#### P.6 ACADEMIC ELIGIBILITY REGULATIONS

Academic Probation: Students who are failing in two or more subjects, for the first time that semester will be placed on academic probation for a one week period which will run from Tuesday morning to Tuesday morning. Parents/guardians of students who are on academic probation will be notified in writing.

Ineligibility: If at any time in the semester following one week of academic probation, students are failing in two or more classes they will be ineligible on a weekly basis from Tuesday morning to Tuesday morning. During this time, the student is not allowed to participate in any public performance, activity

or practice. An ineligible student may not miss school or leave school early as part of a team function. He/she should be in the teacher's room before and after school during regular school hours receiving additional help. Coaches, teachers, sponsors, and principals will need to work together to check students' improvement at the end of each week. This policy is in addition to those requirements laid down by the Nebraska School Activities Association.

#### P.7 DANCE RULES

1. All persons not registered on the date sign up form before registration deadline will not be admitted.
2. Once a student leaves the dance, they cannot return.
3. No student is admitted into the dance 1 hour past starting time unless otherwise set by sponsors.
4. The date registration deadline for all dances held on Friday or Saturday will be by the end of school on the Friday one week prior to the dance unless otherwise specified by administration.
5. Dances cannot continue past 12:00 AM.
6. Students registering dates can register only one guest.

#### P.7.1 DANCE DATE GUIDELINES

1. Must be enrolled in the same grades as those specified for the dance (ex. 9-12 dance would not allow a 7<sup>th</sup> grade date). If the date is not currently enrolled in secondary school, they must meet the same age requirements that typically correspond to those grades attending the dance not to exceed 19 (ex. a homeschool student that is 16 years old may attend the dance as a date if they meet all other requirements).
3. Must meet acceptable behavior history as determined through checks with the date's current/former school, law enforcement or other appropriate sources.
4. All dates will be approved on a case by case basis.

#### P.8 PROM ATTENDANCE GUIDELINES (P.7 and P.7.1 apply)

1. Grades 9-12 may come to the dance.
2. Additional guidelines and rules may apply to prom.
3. A meeting will occur at least the week prior to prom with administration to inform students of all guidelines and rules.

P.9 ACTIVITY TRAINING RULES: At present time, Harvard Public School District will allow each activity sponsor to develop and implement participant conduct and training rules for their particular activities. However each sponsor's guidelines must meet the following district criteria:

- A. Each sponsor must present a written copy of his/her conduct and training rules to the participants before the activity begins.
- B. The training rules must contain clear expectations for student conduct and specific consequences must be presented for violation of the conduct rules. Such training rules should account for situations where activity participants are involved with misdemeanors or felonies under the legal definition.
- C. A copy of the sponsor's conduct and training rules must be approved by the Administration and must be on file with the Principal before the activity begins.
- D. If a sponsor desires to vary from the conduct and training rules that he/she has developed, he/she must have approval of the administration.
- E. All Head Coaches / Sponsors must meet with administration with regards to recommending the dismissal of a student participant from a team or squad. The administration will make the final determination and also will contact parents.
- F. If a student chooses to join a team / squad after the NSAA or regularly scheduled start date, the maximum time they are not allowed to participate will be equivalent to the number of practices / contests that the other participants have completed (ie. If a player comes out after 3 practices then the

longest period of time that they may not be allowed to compete in contests until they have completed 3 practices. It is at the discretion of the sponsor if they should be allowed to compete earlier.)

### **Athletic Guidelines: Updated 2017-2018 School Year**

**Philosophy:** Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

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

#### **Safety**

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### **Warning for Participants and Parents**

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

**Responsibility of the Athlete:** In order to be the best possible athlete and follow the athletic philosophy of the Harvard Public Schools, the athlete must assume the following responsibilities:

##### **Responsibility:**

1. Attend all practices and practice with intensity; thus improve as an individual and player.
2. Adhere to training rules.
3. Expect no favors from the coach or teammates. The athlete must earn the position.
4. Develop a competitive attitude. Be willing to compete against peers in practice as well as opponents in interscholastic completion.
5. Be honest about athletic skills.
6. Maintain respect in victory and defeat.

##### **Responsibility to the Team:**

1. Don't be selfish. The athlete should be willing to sacrifice personal achievement for team success.

2. Be able to separate personal matters from team matters.
3. Respect teammates.
4. Follow the coach's directions
5. Be loyal to the team. When the team needs athletic experiences and ability, be there!

**Responsibility to the School and Community:**

1. Recognize the leadership role both during and after athletic completion.
2. Realize a good athlete works to their ability in the classroom.
3. Respect the property of others.
4. Promote school spirit.

**Uniform and Attire:**

1. Uniforms will be provided by the school.
2. Uniforms should be well kept and cleaned after each use.
3. Socks and shoes should be provided by the individual athlete.
4. Socks and shoes should meet district requirements which include the colors of red, black, white, or grey.

**NSAA Sponsored Activities Eligibility:** In order to represent a high school in interscholastic completion, a student must abide by eligibility rules of the Nebraska School Activities Association.

If the student does not understand a summary of these rules listed below or needs an explanation of other requirements, consult the high school principal or athletic director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 semester hours of instruction per week and regular in attendance in accordance with the adopted attendance policy of the Harvard School.
3. Student must be enrolled in some high school on or before the 11<sup>th</sup> school day of the current year.
4. Student is ineligible if nineteen years of age before August 1<sup>st</sup> of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contest/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high school, any subsequent transfer will cause the student to be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety days except:

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.

If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high

school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

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.

16. A student changing from one sport to the next within the same sports season (i.e. fall, winter, or spring seasons) may not participate in the new sport – practice or games – for 7 calendar days per the NSAA and is required to practice for 5 days before competing (after the original 7 days).

**The administration shall reserve the right to withhold any student from participation due to disruptive behavior, incomplete assignments, and/or any other conduct deemed detrimental to the school/or program.** Eligibility is on a weekly basis. A letter will be sent to parents indicating a student's ineligibility. Students who are injured but otherwise are eligible to play will ride the bus as a team member.

### **Fundamentals of Sportsmanship:**

#### Participants

1. Should display at all time the qualities of sportsmanship
2. Should display respect for opponents at all times, including injured players.
3. Should avoid unsportsmanlike gestures or language.
4. Should respect the judgment of game officials
5. Should concentrate on playing the game with as little regard for the spectators as possible.
6. Accept both victory and defeat with pride and compassion, being never boastful or bitter.

#### Students

1. Should not go onto the playing surfaces at any time including after the end of the game.
2. Should realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Should know and demonstrate the fundamentals of sportsmanship.
4. Should cooperate with cheerleaders.
5. Should exert peer pressure on fellow students whose conduct is unbecoming.
6. Should respect property
7. Should respect the judgment of the coach and game official.
8. Should avoid abusive and profane language and obnoxious behavior.
9. Should censure fellow students whose behavior is unbecoming.

**Unsportsmanlike Behavior:** Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

Any participant ejected a second time during a season from a contest for unsportsmanlike conduct shall be ineligible for the next two contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. Any participant ejected a third time shall be ineligible for the next three contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. When schools have students or coaches with multiple ejections, the school shall submit to the NSAA a written management plan on how they plan to remediate the problem.

**“Team Selection” and “Playing Time”** - “Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Junior varsity playing time is an

opportunity for all team members to gain experience if they have them the below guidelines. Varsity playing time is at coaches discretion. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

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

**Disciplinary Actions:** Disciplinary actions regarding student activities will follow the current student handbook and all handbook policies apply towards activities.

**P.9.1 ANABOLIC STEROIDS:** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions: First Offense: The student shall be prohibited from participating in any extracurricular activities for 30 consecutive days. Second or Any Subsequent Offense: The student shall be prohibited from participating in any extracurricular activities for one (1) calendar year from the date of the second violation.

**P.9.2 SUSPENSION FROM ACTIVITIES—drug—tobacco--alcohol:**

Any student admitting to or reported and investigated by the administration to have violated the district drug (EXCLUDING STERIODS), tobacco, or alcohol policy will be suspended from participating in the next competition/activity/performance of each activity he/she is involved in. The school activities for which this handbook rule applies are listed below, but due to ever changing activities not limited to:

- 1) Football, 2) Volleyball, 3) Girls Basketball, 4) Boys Basketball, 5) Wrestling, 6) Track, 7) Music {vocal, show choir and instrumental}, 8) Drug Free Youth, 9) Speech, 10) FBLA, 11) Student Council, 12) Golf, 13) School Dances (Prom, Homecoming, etc), 14) One Act, 15) Math Club, 16) Spanish Club, 17) FDL, 18) Powerdrive, 19) Musical, 20) Cross Country, 21) Science Olympiad, 22) Spirit Squad, and 23) Other activity events.

**P.9.2.1 SUSPENSION FROM ACTIVITIES MULTIPLE OFFENSES:** If a student is in violation of P.9.2 more than one time, additional suspensions and activity removal may apply. Violations from prior school years will be considered.

**P.9.2.2 SELF REPORTING:** A student who self reports (tells administration before administration is aware of a potential violation) a violation of P.9.2 may incur modified restrictions.

**P.10 COMMENCEMENT CELEBRATION/SUSPENSION:** The commencement exercise is a district sponsored celebration to honor the seniors who are graduating, however the district reserves the right to prohibit a student(s) from participation based on their inappropriate conduct or behavior. Seniors must meet all graduation requirements and be in good disciplinary standing before they will be allowed to participate in district commencement exercises.

## P.11 ORGANIZATIONS AND GUIDELINES

### P.11.1 ELECTED POSITIONS/OFFICES and LEADERSHIP POSITIONS

Students who hold elected positions in school activities or organizations will be removed from those responsibilities if they are on the ineligible list for more than two consecutive weeks in a semester. The organizations that are recognized by the Harvard School District are listed above in P.9.2 but any leadership position is up for review. The behavior, leadership ability, conduct and demeanor of all students in leadership roles may also lead to removal from such roles by administration.

P.11.2 DURATION OF ELECTED OFFICERS: Every organization shall elect for a period of one year, a president, vice president, secretary and a treasurer. The elected officers shall be active members of the organization they represent.

### P.11.3 SCHEDULING OF MEETINGS/ATTENDANCE OF SPONSORS

All school related meetings will be under the supervisor of the appropriate coach/sponsor. Sponsors must be involved with the planning of all meetings and must be present when all meetings are in session. Class meetings before and after school are encouraged.

## Q. STUDENT CONDUCT, COURTESY AND EXPECTATIONS

### Q.1 DISTRICT PHILOSOPHY FOR STUDENT CONDUCT

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. Foremost among these challenges is respect for the rights and property of every other individual. As a student of Harvard Public School, you are expected to have the self-discipline required to accept the rights of all other individuals with whom you will be dealing. All students will have the basic responsibility to see that their conduct will reflect credit to their school, the staff, and to themselves.

Q.1.1 Elementary students expectations: SEATING AT HOME ATHLETIC CONTESTS OR OTHER DISTRICT ACTIVITIES: Grade school students PK-5 attending high school athletic activities or other district activities at the school will be required to sit with their parents or in the section provided. This is to prevent injury to students or participants. This section will be supervised by school personnel. Students will not be permitted to “roam around” the school facility or to chronically leave and return to the school. Students that are uncooperative will be asked to leave the contest and not return.

NO TOUCH/TACKLE FOOTBALL DURING ACTIVITIES/DISTRICT LIABILITY: Due to concerns about children getting hurt and liability issues, the Harvard Board of Education has instructed school administrators to no longer allow children to play touch/tackle football or be otherwise unsupervised while attending events on school premises. The Board further expects all students and parents attending activities on school premises to abide by the guidelines that all children will remain in the area of the activity, game or performance, and may only leave the activity during approved times or when accompanied by a parent. These guidelines are to enhance the safety and enjoyment of all spectators at school event.

### Q.2 DISTRICT PERSONNEL AUTHORITY FOR CORRECTING INAPPROPRIATE STUDENT BEHAVIOR:

All district personnel have the authority and the district mandated responsibility to correct inappropriate student conduct, behavior and dress at all times and places and in all school related activity situations. The district desires consistent expectations for student conduct wherever students are present under the authority of Harvard Public School. At no time should a district employee allow any student to violate handbook regulations and not take the appropriate action.



### Q.3 HALLWAY COURTESY:

The practice of courtesy in the halls and around the school premises will result in orderly passing to and from classes and at dismissal time. Running, shoving, shouting, whistling, etc., are examples of inappropriate behavior and show discourtesy to other people.

### Q.4 COURTESY TO ALL PEOPLE:

At all times, Harvard students are expected to show mature, courteous behavior towards fellow students, school employees, district patrons and any visitors to the school.

### STUDENT COURTESY GUIDELINES:

To promote a proper learning climate at Harvard Public School, all students are expected to follow these COURTESY GUIDELINES during recess/"free time":

- A. No fighting or rough play (NO PHYSICAL, VERBAL OR EMOTIONAL BULLYING BEHAVIOR OF ANY KIND)--even in fun.
- B. No throwing snowballs.
- C. Be careful of eyes, yours as well as others. Do not throw gravel, sticks or stones.
- D. Do not play tackle football.
- E. Use playground equipment properly.
- F. Respect other classes by being quiet and orderly in the halls.
- G. Walk, do not run in the hallways.
- H. Demonstrate kindness and good manners at all times. Take your turn at being last as well as first in line and while playing games.
- I. Profanity will not be tolerated.
- J. Respect and obey all teachers, aides, custodians, cooks, office secretaries and bus drivers.
- K. Take proper care of all school equipment and the school building itself.
- L. Children shall not bring personal possessions such as knives, matches, lighters or instruments which may cause injury to themselves or another student.
- M. No caps or hats are to be worn in the building. Students are subject to rules implemented by classroom teachers, playground supervisors and teacher aides.
- N. This list is not exhaustive.

Q.5 STUDY HALL RULES AND CONDUCT: A study period is conducted for pupils not enrolled in class during the period. A small number of regulations or policies are necessary in study halls in order to avoid confusion and to create an atmosphere conducive to a fair and equitable situation for all students involved:

- A. All students should be in their assigned seats when the tardy bell rings. No one is allowed to leave his/her seat until roll is taken. Students need to obtain the permission of the study hall teacher to leave their seats or to speak to another student.
- B. Magazines may be read at individual desks.
- C. Student(s) who appear on the down list are not to leave the study hall unless it is to go to a teacher who has placed him/her on the down list. Student(s) on the down list are not to leave the study hall to go to the library for leisure reading.
- D. Permission to speak must be given from the teacher.
- E. Students must return to their assigned seats before the dismissal bell.
- F. All passes from the study hall must be signed by the teacher that originates the pass and also by the individual in charge that the student contacted away from the study hall. **STUDENTS MUST SIGN IN AND OUT OF THE STUDY HALL ON THE CHECK OUT SHEETS.**
- G. No more than one boy and girl may check out at any one time to go to the restrooms.
- H. No student is to be allowed out of any study hall or class without a pass.

**Q.6 HARVARD HONOR SOCIETY AND INAPPROPRIATE STUDENT CONDUCT:** The District reserves the right to remove students from the Harvard Honor Society for inappropriate conduct (for at least the following semester) that detracts from the academic merits of the society. Such inappropriate conduct could include, but not be limited to, cheating or chronic classroom misbehavior. Students could be reinstated to the society upon approval of the administration. Teachers will be expected to inform the administration of any Honor Student who has been caught cheating or who has become a chronic behavior problem.

**R. DISCIPLINARY ISSUES INVOLVING NON-HARASSING OR BULLYING BEHAVIOR:**

The following disciplinary issues involve student behavior that is considered of a non-harassing or bullying type.

**R.1 DESTRUCTION OR STEALING OF SCHOOL PROPERTY DESTRUCTION:**

1st time: Pay for damages and/or one day in-school or out-of-school suspension (authorities contacted when appropriate)

2nd time: Administrative Discretion—possible short or long term suspension or expulsion (authorities contacted when appropriate)

**STEALING:**

1st time: Make restitution and/or a one to three day in-school or out-of-school suspension (authorities contacted when appropriate)

2nd time: Administrative Discretion—possible short or long term suspension or expulsion (authorities contacted when appropriate)

**R.2 FIRE ALARM VIOLATION (see M.1.1)**

**R.3 BOMB THREAT: Expulsion**

**R.4 CHEATING IN ANY FORM DETECTED:** Teachers are expected to report instances of cheating to administration.

R.4.1 If a teacher catches a student copying another student's homework, collect the papers from the student and report the incident to the related teacher. That teacher should collaborate with administration to determine appropriate consequences and opportunities for the student to meet the desired learning objectives.

R.4.2 If a teacher catches a student cheating in his/her classroom, that teacher should collaborate with administration to determine appropriate consequences and opportunities for the student to meet the desired learning objectives.

**R.5 WEARING INAPPROPRIATE CLOTHING:** If students wear inappropriate clothing into a teacher's classroom or area of responsibility, the teacher should inform the student that the teacher will report this incident to the principal.

**R.5.1 STUDENT DRESS GUIDELINES:** Students should come to school neat and clean. Students dress and grooming play an important part in creating an appropriate atmosphere. Extreme styles of hair or dress will be discouraged. Examples not acceptable, but not limited to the following, are very short shorts, short dresses, cut-off shirts, tank tops that allow under clothing to show, mesh shirts, bare midriffs, white undershirts, biker shorts, and belts/ pants must be worn around the waist. Clothing with obscene markings or with sexual innuendoes or that display messages promoting alcohol, drugs, etc. is inappropriate. Heavy coats may be worn within the school building only when conditions are appropriate or a medical condition exists. Hats or "Hoodies" pulled up over head are not to be worn during regular school hours (the principal will determine any exceptions to these guidelines).

R.6 PUBLIC DISPLAY OF AFFECTION (PDA): Expressions of affection by students are acceptable to a certain degree. Students are expected to conduct themselves with respect for themselves and others in their relationships. Acceptable form(s) of affection during the school day will be limited to HANDHOLDING. Handholding is a privilege and can be determined that it too is no longer appropriate. During school activities administrative discretion will decide what is acceptable or unacceptable conduct. Consequences will be determined by administration on a case by case basis.

#### R.7 ILLEGAL DRUGS AND ALCOHOL ON SCHOOL PREMISES

##### R.7.1 CONSEQUENCES:

5131.6 Possession, consumption or evidence of previous consumption of a narcotic or dangerous controlled substance or other intoxicants or possessing drug paraphernalia will result in an automatic suspension (ISS/OSS). Police will/may be notified. A satisfactory conference with the student and his/her parents or guardians may occur before the student is to be readmitted. Any repeat violations will result in an automatic expulsion from school. Suspension from school for this offense will be considered a truant absence and will lower the nine weeks grade by 3% for each offense.

R.7.2 MARIJUANA ODOR: Any student in school, or at a school related activity, smelling of marijuana and yet maintaining he/she has not been using it, will be sent home for the balance of the day. Police may be notified. The parents will be notified.

R.7.3 DRUG DISTRIBUTION: Any form of drug disbursement on campus may result in an expulsion from school.

R.8 SMOKING AND CHEWING: The use or possession of tobacco in the building, on campus, or at any school related activity is not permitted. Students should not bring any form of tobacco to school. Any student found guilty of using or in possession of tobacco on school property will be suspended. A student will be considered as using tobacco if he /she is found with any form of tobacco in their possession. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

R.8.1 CONSEQUENCES: A first occurrence of a student found using tobacco will result in an automatic suspension either in-school or out-of-school. Any repeat occurrence will result in consequences as determined by the administration.

R.8.2 LIGHTER AND/OR MATCHES IN POSSESSION(Administrative Discretion)

#### R.9 INAPPROPRIATE LANGUAGE

CONSEQUENCES: Administrative Discretion

#### R.10 NON-PHYSICAL "HORSEPLAY"

CONSEQUENCES: Administrative Discretion

#### R.11 DISRESPECT (SEE HARASSING OR BULLYING BEHAVIOR)

Disrespect for teachers/other adults/other students

CONSEQUENCES: Administrative Discretion

R.12 INAPPROPRIATE LOCKER USAGE: Lockers issued to students remain the property of the school district. No inappropriate depictions of any kind are to be displayed inside or outside of any locker. The only displays allowed on the outside of lockers must pertain to school activities.

#### R.13 MISUSE OF TECHNOLOGY DEVICES

R.13.1 MP3's, iPods, tablets, and other electronic devices are not to be used by students during any class period, including study halls, detention study halls and in-school suspensions without teacher or administrative permission.

R.13.2 CELL PHONE USE AND MISUSE (SEE CELL PHONE POLICY)

R.13.3 Use of any device capable of capturing images is strictly prohibited around locker rooms, rest rooms or any area in which students or personnel are understood to be changing clothes. This is in effect for all home and away activities.

R.14 DETENTIONS AND OTHER CONSEQUENCES: Detentions will be assigned for those students who exhibit undesirable patterns of attendance, conduct, promptness, as well as other disciplinary problems. The offenses which may result in the student being assigned to a detention are:

1. Tardiness
2. Leaving school without proper procedure.
3. Truancy
4. Other inappropriate behavior (see student conduct guidelines)

R.14.1 DETENTIONS/FAILURE TO REPORT TO DETENTIONS: Failure of a student to report to his/her assigned room may result in the number of detentions to double. If a student fails to show a second time, he/she may be in-school suspended for one (1) day. Subsequent failures to show may lead to additional detentions, suspensions or expulsions.

R.14.2 DETENTIONS EXCUSED BY PRINCIPAL: Once a detention has been assigned, there will be no excuses except in cases of emergency. Only the principal may excuse a student from a detention. All detentions assigned by staff members must be cleared through the principal.

R.14.3 STUDENTS RIDING SCHOOL VEHICLES/DETENTIONS: Detention assigned by a teacher to students who ride on a school vehicle will be given one day notice and will stay the following night.

R.15 ADMINISTRATIVE DISCRETION: The administrative team reserves the right to interpret the severity or extenuating circumstances involved with the violation of this policy, and to administer disciplinary action as it deems appropriate. Certain issues that will be considered, but not limited to, are:

- A. Age/grade of the student
- B. Chronic misbehavior patterns by the same student
- C. Handicapping condition of a student
- D. Sincerity of a student to improve his or her behavior
- E. Others deemed of importance

#### S. HARASSING/BULLYING/DATING VIOLENCE BEHAVIORS DEFINED

It shall be the policy of Harvard Public School to prohibit any form of harassment or intimidation (bullying behavior) of school employees, students or any other persons over whom the school district has control on any district properties where Harvard Public School has total control or during any circumstances where the district can lawfully exert its jurisdiction. Harassment/bullying behavior is defined as "any conduct or action which has the effect of interfering with the academic performance of another student or students, or creates an intimidating, hostile, offensive, unsafe or unwholesome environment for any person or persons." Bullying behavior is further defined as "conscious, willful, deliberate and hostile behavior." LB 205 adopted by the 2008 Nebraska Legislature further defines bullying as "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 his or her designee, or at school-sponsored activities or school-sponsored athletic events.”

Education against bullying and harassing behavior: It is a district mandate that all teachers employed by Harvard Public School implement a classroom behavior model for their students which expressly prohibits any form of bullying or harassing behavior. In addition, the administration may meet with each classroom in grades PK-12 and explain the district’s bullying policy and the district’s expectations for positive student conduct using age appropriate vocabulary.

Education to Prevent Dating Violence: (see Policy 5144.5 of the Harassing/Bullying/Dating Violence Section H) Harvard Public School will provide dating violence training to its staff deemed appropriate by the school district’s administration which shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the school district’s dating violence policy. In addition, age-appropriate dating violence education shall be incorporated into the school district’s curriculum which shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The principal shall review the Dating Violence Policy with the students in grades 6-12 at the beginning of each school year. Also, parents and legal guardians will be informed of the school district’s dating violence policy during the August mailing process and this policy will be part of the district’s handbooks provided to each student on a yearly basis.

#### S.1 TYPES OF HARASSING OR BULLYING BEHAVIOR DETERMINED BY DURATION OF TIME:

Harvard Public School recognizes two distinct types of harassing or bullying behavior which will be determined by the duration (time element) involved when an act of harassing or bullying behavior occurs. District administrators will determine which category an act of harassing or bullying behavior falls under.

- 1) Chronic, on-going or of a repeating duration
- 2) “Spur of the Moment” or of an instantaneous duration

#### S.2 CATEGORIES OF HARASSING OR BULLYING BEHAVIOR: Forms of harassing or bullying behavior which shall specifically be prohibited are, but not limited to, the following:

A. Physical harassing or bullying behavior—actions such as fighting or placing hands, feet etc on another person in an intimidating or threatening manner. Intent to harm is taken into consideration.

B. Verbal harassing or bullying behavior—actions such as name calling, threatening “words” or comments etc toward another person which create an intimidating or threatening environment.

##### B.1 SEVERITY OF A PHYSICAL OR VERBAL HARASSING OR BULLYING ACT: The administrators may classify these inappropriate acts in the following manner:

- a. Simple physical or verbal assault
- b. Serious verbal or physical assault
- c. Physical or verbal “assault by mutual consent”—all parties involved equally guilty

C. Social & Emotional harassing or bullying behavior—actions towards another person or persons which are intended to isolate or “freeze” them out by making them feel insecure, inferior etc. (inappropriate notes, drawings, pictures or other depictions, stealing etc will be construed by the administration as a form of social/emotional harassing/bullying behavior)

- a. Any form of stealing from another student shall be considered mental harassment in addition to being treated as a theft.

b. Invading the privacy of a student's locker, book bag or other personal possession shall be considered mental harassment.

c. Taking another student's personal property for any reason shall be considered mental harassing/bullying behavior.

D. Cyber harassing (including sexting) or bullying behavior: actions such as name calling, threatening "words" or comments etc toward another person which create an intimidating or threatening environment through the use of some form of technology, including but not limited to the following: telephones or cell phones, computers (Internet) via emails or text messaging (sexting) or posting inappropriate information on websites or blogs.

E. Sexual Harassing or bullying behavior: In its simplest form this type of inappropriate behavior is expressed in words, pictures or actions that is offensive to a person and are of a sexual nature. (See policy 5145.9 of this Handbook for detailed information)

F. Initiations/hazing: Initiations or hazing of any form on school premises or at school activities that are sanctioned by the school district are prohibited and will be treated as harassing or bullying behavior.

G. Group Disturbances: actions which involve small or large groups of students involved in inappropriate disruptive actions, including but not limited to, name calling, yelling or general disruption of the educational environment including both inside and outside school premises, on school transportation vehicles and at school activities, both home and away.

a. Group Disturbances and "Walk Away You Get to Stay" Regulation: the Harvard Public School administration may incorporate the usage of the "Walk Away" strategy to handle group disturbances. Student will be instructed to "Walk Away" from a group disturbance environment or not be allowed "To Stay" in school or the regular classroom for a specific period of time.

H. DATING VIOLENCE PREVENTION POLICY (5144.5): HARVARD PUBLIC SCHOOL provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein.

I. Disruption of the learning environment: Inappropriate actions by a student within the classroom or other learning environments which interfere with the other students' chances to learn or the teachers ability to teach shall be treated as harassment OF THE LEARNING ENVIRONMENT. Examples include, but not limited to the following:

- a. Overt refusal to participate in a teacher's planned lesson
- b. Refusing to be removed from the classroom
- c. Walking out of a teacher's classroom without permission

d. Use of the learning environment to utter any personal or negative comments or display any negative depictions of any kind about or towards, but not limited to, the following: teachers, students, other employees, families, patrons, visitors, students' friends, or school/community situations of a questionable nature etc.

### S.3 STUDENT'S RESPONSE TO HARASSING OR BULLYING BEHAVIOR IN ALL ENVIRONMENTS:

The district expects students who feel they are being harassed or bullied to take the following actions:

- a. Avoid physical or verbal confrontation at all times. Take the first opportunity to report the incident to a teacher or administrator for follow-up action.
- b. Intimidating learning environment: students who feel they are in an intimidating learning environment where harassing or bullying behavior is taking place and a school employee is not addressing the issue should take the following actions:
  1. Meet with the teacher and discuss the issue and how it can be resolved.
  2. Student leaving the learning environment: Students will be allowed to leave the classroom, under the guidelines listed below, and to report to the administration or office if they feel they are being subjected to harassing behavior in the classroom and teacher or a person employed by the district is not taking appropriate steps to stop the harassment:
    - 2.a FIRST, the student, using non-disruptive behavior on his or her part, must inform the teacher that he/she feels they are being subjected to harassing/bullying behavior.
    - 2.b SECOND, the student must be able to substantiate his or her complaint with another witness or with material evidence and such information must be verified by the administration.
    - 2.c ANY STUDENT who leaves the classroom without having taken these steps will be considered to be disrupting the learning environment.

### S.4 EMPLOYEE RESPONSIBILITIES REGARDING HARASSING OR BULLYING BEHAVIOR:

Teachers or any persons employed by the district MUST stop all harassing or bullying behavior in any environment which falls under the jurisdiction of the school district. Failure to do so may be deemed as violation of a teacher's professional responsibilities. School employees should record violations they have witnessed.

S.5 REPORTING AND RECORDING VIOLATIONS BY STUDENTS: Any student who feels that he or she is being subjected to harassing or bullying behavior should make a written recording of the incident for their records and then give a copy of this report to the district administration. VIOLATIONS MUST BE REPORTED.

S.6 ADMINISTRATIVE ACTION AND DISCIPLINARY CONSEQUENCES: The administrators will decide upon the disciplinary consequences for harassing or bullying behavior after considering the following issues:

- A. The time duration of the act-chronic, on-going or of a repeating duration or "Spur of the Moment" or of an instantaneous duration
- B. The severity of the act: simple, serious or assault by mutual consent
- C. School Nexus: if an inappropriate act takes place off school grounds but has a "nexus" (connection) to the school district's ability to "reasonably carry out or to prevent interference to its educational function", the administration will treat this act as being under its jurisdiction.
- D. Law Enforcement notification: Serious assault or theft incidences will dictate that district administrator contact law enforcement officials.

S.7 POSSIBLE CONSEQUENCES FOR HARASSING OR BULLYING BEHAVIOR: Any of these consequences may be administered based upon the circumstances involved with an inappropriate act:

- S.7.1 Discussion of the incident—no action taken
- S.7.2 Detention
- S.7.3 In or Out of School Suspension
- S.7.4 Short Term Suspension (up to 5 days)
- S.7.5 Long Term Suspension (up to 20 days)
- s.7.6 Expulsion

S.8 ADMINISTRATIVE REPORTING FOLLOWING INVESTIGATION OF AN INCIDENT:

After an administrator investigates the circumstances involved with a display of inappropriate behavior on the part of a student or students, the administration will make one of the following decisions:

1. That a written follow up report is not needed
2. That a written report is needed that will be kept for administrative records and for later reference.
3. That a written report is needed, and a letter will be mailed to the parents/guardians detailing disciplinary action taken by the administration
4. That a follow up phone call will be made to the parent/guardian
5. That law enforcement officials need to be notified

S.9 ADMINISTRATIVE DISCRETION: The administrative team reserves the right to interpret the severity or extenuating circumstances involved with the violation of this policy, and to administer disciplinary action as it deems appropriate. Certain issues that will be considered, but not limited to, are:

- A. Age/grade of the student
- B. Chronic misbehavior patterns by the same student
- C. Handicapping condition of a student
- D. Sincerity of a student to improve his or her behavior
- E. Others deemed of importance

T. STUDENT DISCIPLINE ACT AS REVISED (5101):

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

1. 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:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or



b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. 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.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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, 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.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be 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.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

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

B. 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.

C. 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 a 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, 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), vapor products (such as e-cigarettes), alternative nicotine products, 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.

12. A 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 riding school buses or vehicles.

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.

D. 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 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, spaghetti straps, 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. Shorts, skirts, or skorts 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. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. 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. 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 misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

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

(i) 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.

(ii) 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.

(iii) 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.

(iv) 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.

(v) 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):

i) 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.

(ii) 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.

(iii) 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.

(iv) 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.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if

the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, 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.

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

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, 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 will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

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

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

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using 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.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top

computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### 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 any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). 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 (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(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 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.) 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) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the



electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. 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:

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

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

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

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

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. 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.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

#### G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious 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 or other persons, and such other offenses which are required to be reported by law.When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

#### H. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
- (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
  - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
  - (3) A statement explaining the student's right to a hearing.
  - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.

f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving

information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.

k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.

l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of

board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

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

**B. Special Education - Discipline Actions for Special Education Students**

Additional procedures related to discipline of special education students are provided for in the special education policies.

(Adopted July 2014)

**U. POLICY PERTAINING TO EXPULSION of Students Regarding Providing Alternative Schools, Class, or Educational Program and Procedural Due Process Provisions (POLICY 6172)**

It shall be the policy of Clay County School District No. 11 to provide an alternative school, class, or educational program for expelled students as provided by Neb. Rev. Stat. 79-266 and Rule 17 of the Nebraska Department of Education, 92 NAC 17. It shall be the policy of the District to review this policy and make such amendments as the Board may deem appropriate in the event that section 79-266 or Rule 17 is amended or upon the adoption of any applicable statute or rule not in existence at the time of the adoption of this policy. Said alternative school, class, or program shall include an individualized learning program, as that term is defined in section 002.05 of Rule 17 of the Nebraska Department of Education, to enable the expelled student to continue academic work for credit toward graduation. Credit towards graduation shall be awarded to students participating in an alternative school, class or program as provided in the District's Policy Regarding Credit Awarded to Students Participating in Alternative Schools, Classes, or Programs as adopted by the Board.

Notwithstanding provision of alternative school, class, or educational program, it shall be the policy of this district to authorize the administration to make judgments on a case by case basis as to whether providing an alternative school, class, or educational program for a student who is at risk of being expelled to determine whether such alternative educational settings are appropriate given the best interest of the student, the best interest of other students and the best interest of the school district. If the administration determines that the student's demonstrated conduct is so disruptive as to present a threat to the operation and/or goals of the alternative school, class or program, the administration may determine that an alternative school, class, or program will not be made available to that student. In the event the administration determines that an alternative school, class, or education program will not be made available to a student who is at risk of being expelled, then the following procedure shall be used in any case involving expulsion, except an expulsion required under Neb. Rev. Stat. 79-283(4), in addition to all other procedures set forth in board policy to expulsions.

1. The student shall be notified in writing of the decision of the administration to deny admission into

the alternative school, class, or program and the reason(s) for this denial. The notice shall include a list of the alternative school(s), class(es), or program(s) available in the District. The notice shall also include a statement that one of the possible recommendations of the hearing officer after a hearing requested under Neb. Rev. Stat. 79-268 & 79-269 is a recommendation of alternative education placement under section 79-266. The notice shall inform the student that the administration will convene a conference as required by Neb. Rev. Stat. 79-266(2). The notice shall be sent by registered or certified mail to the student and his or her legal guardian. The information required by this section may be conveyed in combination with notice sent pursuant to Neb. Rev. Stat. 79-268.

2. Prior to the expulsion taking place, a conference shall be held by such school Administrator as the Superintendent may designate and the parent or legal guardian, the student, such other school representative as the Superintendent may designate and a representative of a community organization if any which has a mission of assisting young people, or a representative of the County Sheriff's office, municipal Police office, Probation office or other representative of an agency involved with juvenile justice. The purpose of the conference shall be to develop a plan which shall be in writing and which shall be adopted by the School Administrator of the District and presented to the student and the parent or legal guardian.

3. The plan shall specify guidelines and consequences for behavior which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; shall identify educational objectives that the student must achieve in order to receive credits toward graduation; shall specify financial resources and community programs if any which are or may be available to meet the educational and behavioral objectives of the student as identified in the plan; and shall require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives. Nothing in this policy shall be construed to prevent the specified goals and objectives. Nothing in this policy shall be construed to prevent the suspension of a student pending an expulsion provided that such suspension shall be in accordance with applicable policies of the District pertaining to suspensions. Nothing in this policy shall be construed to prevent expulsion from being carried out so long as the School District has made reasonable efforts to convene a conference as described in this policy.

4. It shall be the policy of the District to require the School Administrator when calling a conference as described in this policy to make reasonable efforts to accommodate the schedules of all participants in the conference, provided however that any scheduling conflicts, unavailability of certain participants, or refusal of certain participants to participate in the conference shall not prohibit the District from expelling students in a manner otherwise consistent with Board policy.

5. It shall be the duty of the Superintendent or his designee to schedule monthly reviews for any student who is expelled in order to assess the student's progress toward meeting the specified goals and objectives of the plan. It shall be the duty of any student who is expelled to attend monthly reviews at the time and place determined by the Administration during the course of expulsion.

APPROVED 7-20-98

## V. SEXUAL HARASSMENT GUIDELINES

### I. Definition

- A. Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
- B. Sexual harassment must involve issues of sexuality
- C. Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience
- D. Sexual harassment is one-sided.
- E. Sexual harassment is about power.
- F. Sexual harassment is a violation of a policy of the Harvard Public School
- G. Sexual harassment is a violation of law: Title IX, Title VII and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.

## II. Who Can Be Victim

- A. Anyone can be sexually harassed. This means that students, teachers, parents or others who are part of a school (janitors, bus drivers, office or lunch room staff) may be victims of sexual harassment.
- B. Victims can be male or female.
- C. Victims can be from any ethnic/cultural group.

## III. Who Can Be Harasser

- A. Anyone might choose to harass someone. This means that students, teachers, parents or others who are part of a school might be guilty of sexual harassment.
- B. Harassers can be male or female. Most (but not all) harassers are male.
- C. Harassers can be from any ethnic/cultural group.

## IV. Examples of Sexual Harassment: REMEMBER THAT IT MUST BE UNWELCOME.

- A. Suggestive looks and gestures, staring and leering are forms of sexual harassment.
- B. Demands for dates and sexual favors, especially if they are followed by threats, are forms of sexual harassment.
- C. Touching and other kinds of physical contact can be sexual harassment. No one has the right to touch another in any way unless the receiver says it is okay.

## V. What Sexual Harassment Is Not

- A. Sexual harassment is not the victim's fault
- B. Sexual harassment is not normal sexual attraction
- C. Victims of sexual harassment do not "ask for it" by being attractive or pretty.

## VI. Some Things to Know about Sexual Harassment

- A. It usually happens over and over. It doesn't just go away if it's ignored.
- B. Sexual harassment usually get worse if it's not stopped.
- C. Our school district is very concerned that everyone knows that sexual harassment is illegal and is not to be permitted. Our school will take all necessary steps to stop it, including action against the harasser.
- D. Anyone who has experienced sexual harassment knows that it is unpleasant. Victims (students, employees or patrons) are encouraged to contact the administration (superintendent or principals) The administration must be made aware of possible sexual harassment involving the district before a proper investigation can be conducted.

## W. SEXUAL HARASSMENT POLICY

It shall be the policy of Harvard Public School to prohibit sexual harassment of school employees, applicants for employment, and students on any work premises where Harvard Public School has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.



As used in this policy, the word "employee" shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy, the word "student" shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school age attending the district for education reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.
3. Conduct of a sexual nature by an employee or employees directed against another employee which has the purpose or effect of unreasonably interfering with that individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the District is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct of a sexual nature by an employee or employees directed against a student which has the purpose or effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, unsafe or unwholesome environment. (Physical contact with students by employees in situations where safety or health are factors is to be generally limited)
6. Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student or district employee when such conduct has the purpose or effect of unreasonably interfering with that student's academic performance, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment for that student or other personnel of the district. (including, but not limited to, physical contact, oral or written words with a sexual connotation, and oral or written communications of a personal nature not related to the educational function of the school).

It shall be the policy of Harvard Public School to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of Harvard Public School at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable. Availability of the form shall be made known to all students in grades seven through twelve. Students are encouraged to report all violations of this policy to their teachers or administration. The effective date of this policy shall be February 16, 1994. Upon receipt of any complaint upon the form prescribed by this policy, the superintendent or his/her designee shall actively and diligently undertake an investigation subject to any limitations placed upon the investigation by the complaining party as

indicated on the complaint form. After the investigation is completed, the superintendent or his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent or his or her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his/her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such matters of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the work place as well as to protect non-employees from employees at the work place. From time to time as deemed appropriate the superintendent shall address the subject of sexual harassment with the employees of the District by way of in-service training, memorandum, administrative regulation, or any other method selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the work place regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, nor any of the terms and conditions attendant to the complaint or used by the District, nor terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the work place.

W.1 COMPLAINT AND CONSENT TO INVESTIGATE ALLEGATIONS OF SEXUAL HARASSMENT  
Pursuant to its policy to prohibit and prevent sexual harassment, Harvard Public School District No. 11 provides this form to receive allegations of misconduct which have been suffered by any person covered

by the district's Sexual Harassment Policy. The allegations set forth in this complaint form will serve as the basis for an investigation to be carried out promptly. In order to protect a complaining party's rights of privacy and in order to avoid disclosure of facts when such disclosure is not authorized by a complaining party, this form permits you as a complaining party to authorize disclosure of the facts contained in this form as they be required in the sound discretion of the investigator. This form also authorizes you to withhold certain facts set forth in this complaint in the course of an investigation. You should be aware that limitations on disclosure of certain information contained in this complaint may hinder and in some cases prevent the district from fully carrying out its policy to prohibit and prevent sexual harassment. By signing Form B with limitations on the disclosure permitted, you should also understand that an investigation may not be possible due to due process limitations on the district. Each employee of the district has a right to his/her good reputation unless a full and fair opportunity to confront allegations of misconduct is provided to such employee. Your signature below will be deemed to be an acknowledgment on your part that you have fully read this complaint form and that you have understood it. Your signature on this form will further indicate that you have sought any professional or collegial advise you have deemed appropriate and that the allegations contained in this form have been voluntarily given and have neither been encouraged nor discouraged by the district.

COMPLAINT

Name (complaining party) \_\_\_\_\_

Date(s) of occurrence of events complained of \_\_\_\_\_

---

Nature of complaint. Please set forth, in the space provide below, with specificity and detail, the events of which you complain.

Name of witnesses that are aware of any of the events that you complain of.

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

\_\_\_\_\_  
(Complaining Party's Signature)

Where Complaining Party may be reached \_\_\_\_\_

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

Telephone(s) \_\_\_\_\_

Date such complaint was filed \_\_\_\_\_, 20 \_\_\_\_

I understand that Harvard Public School District No. 11 will be conducting an investigation of my complaint. By affixing my signature to this paragraph, I authorize the investigator to disclose such portions of the information I have set forth in my complaint and which I may provide in the future with respect to this complaint. By affixing my signature to this paragraph, I hold harmless the district and its duly authorized investigator for any claim I may have resulting when such disclosure occurs in the course and scope of the investigation. By signing this paragraph, I acknowledge that I have read it fully and understand its contents.

\_\_\_\_\_  
(Complaining Party's Signature)

Date \_\_\_\_\_, 20 \_\_\_\_

FORM B

W.3 LIMITED AUTHORITY TO DISCLOSE

I understand that Harvard Public School District No. 11 will be conducting an investigation of my complaint. However, it is my wish that certain facts set forth in this complaint not be disclosed to others or that certain facts be disclosed only to such persons as I specifically direct. The information which I wish to be disclosed to no one during the course of any investigation is as follows:

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

Below is listed factual information that I do not wish to have generally disclosed. Beside each specific fact stated below I have provided the name or names of those during the course of any investigation to whom I specifically authorize you to disclose such information:

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

I specifically acknowledge by signing this paragraph, rather than the general authority paragraph, that I may have placed limitations on the investigation which may make it difficult or impossible for the district to fully resolve my complaint.

\_\_\_\_\_  
(Complaining Party's Signature)

Date \_\_\_\_\_, 20 \_\_\_\_

FORM C

W.4 STUDENT'S DENIAL TO BE ACCOMPANIED BY FACULTY MEMBER

I affirm that I have been offered to be accompanied by a member of the school faculty during this investigative activity, but have declined that option.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Witness)

X. DRUGS, TOBACCO, & ALCOHOL

AVAILABLE COUNSELING, REHABILITATION, RE-ENTRY PROGRAMS

It shall be the policy of Harvard Public School to provide information to all students concerning available drug and alcohol counseling, rehabilitation and re-entry programs upon request. The superintendent, principal or guidance counselor shall maintain a list of such available services provided in the State of Nebraska.

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

#### X.1 ACTIVITIES CONDUCT-STUDENT NOTIFICATION

It shall be the policy of Clay County School District No. 11 to provide each student of the District 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. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year through the student handbook.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipts shall contain in prominent letters the following language: "THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING THE CLAY COUNTY SCHOOL DISTRICT NO. 11 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED 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 HEREINABOVE 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."

#### X.2 STUDENT DRUG, TOBACCO, ALCOHOL POSSESSION, USE OR DISTRIBUTION

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

It shall be the policy of Clay County School District No. 11, in addition of standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

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

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

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

### X.3 DEFINITIONS

1. "Illicit drugs" shall mean, but not be limited to, any substance which is declared by the State of Nebraska or any other applicable law to be a controlled substance, except this term shall not be applied to a controlled substance which is used or possessed pursuant to a lawful prescription.
2. "School premises" shall mean any property whether owned, leased, or in any other manner under the control of the Board of Education of the District.
3. "As a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.
4. "Under the influence of alcohol or illicit drugs" shall mean a person who has, prior to coming to the school premises or a school activity, used alcohol or illicit drugs, in a manner such that the presence of the alcohol or illicit drug can be detected in the individual's body.

X.4 BIENNIAL REVIEW OF PROGRAM: It shall be the policy of Clay County School District No. 11 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

## X.5 STATISTICAL REPORT OF VIOLATIONS

It shall be the policy of Clay County School District No. 11 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol by students on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the district's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

## X.6 DEFINITIONS

### BOARD POLICY RELATIVE TO DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L. 101-226 AND 34 C.F.R., PART 86

It shall be the policy of Clay County School District No. 11 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the school district. It shall be the policy of the district to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

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

Legal Reference: Drug Free Schools and Communities Act

Policy Adopted: July 9, 1990 Harvard Public School

## Y. HIGH ABILITY LEARNER COMPREHENSIVE PLAN

1. District Mission Statement and Philosophy:

Mission Statement: Harvard Public School, in Partnership With Family and Community, Is Committed To Providing Quality Educational Opportunities For All Students To Realize Their Potential As Lifelong Learners

Philosophy of its High Ability Learner (HAL) Program: Harvard Public School believes its Mission Statement mandates that the District recognizes the uniqueness of each high ability and gifted learners and provides for their education needs as appropriate. Furthermore, the District recognizes that its HAL program must be available to all students regardless of race, gender, physical abilities and

economic factors and must provide a variety of challenging experiences to help these students reach their potential. In addition, the District knows that a quality HAL program must involve input from its teachers and students and connect with its local community by involving parents and other parties interested in the education of HAL students.

2. Operational Definition of a High Ability Learner:

Harvard Public School's HAL program will recognize high achievers, creative thinkers and gifted learners as High Ability Learners based upon its nomination criteria mentioned below. By assessing evidence of their high performance capabilities in areas such as intellectual development, creativity, artistic capacity, and/or special talents or abilities in specific academic areas, the District hopes to meet the needs of these three unique learners.

Objectives of Harvard Public School's High Ability Learner Program:

- a. To nominate all students (including English Language Learners, students with fine arts abilities and other sub-groups) that meet the criteria as a potential high ability learner learners through multiple assessments instruments available to teachers, parents and students. (see assessment manual for High Ability Learners)
- b. To effectively screen students that have been nominated as potential high ability learners according to the District's nomination process
- c. To develop a communication system between the District and teachers, parents and students which effectively communicates the District's total HAL program and which meets the requirements of Rule 3.
- d. To seek parental input into High Ability activities and educational programs available both locally and statewide.
- e. To provide educational programs involving both enrichment and pull-out strategies which will enable each high ability learner to develop his/her abilities to their fullest potential.
- f. To provide professional development in-services for district staff concerning awareness of the needs, characteristics, identification of high ability learners (including ELL students) and classroom accommodations.
- g. Develop a screening process for removing students from the high ability learner district program when necessary.
- h. To provide a HAL coordinator for the District when adequate funds are available on the district level

4. Identification Criteria used for Harvard Public School's High Ability Learner Program. A committee of teachers, parents and administrators will review the following nomination data:

Step one: Identification and Nomination of a Student as High Ability Learner:

- a. Grades 1-12 teachers and fine arts specialists may refer students as high ability learners through a characteristics checklist and performance appraisals.
- b. Grade 1 HAL students will be nominated by the kindergarten teacher for fall inclusion in the HAL program based an appraisal form.
- c. Parents may nominate their child as high ability learners by answering a parent questionnaire and performance appraisals.
- d. Transfer students will be added to the District's HAL program based upon HAL data received from their prior school.
- e. Parents may pursue and pay for IQ Testing (Intelligence Quotient Testing) to submit as additional screening data for identifying their child as a high ability learner student.
- f. The District Screening Committee will nominate all grades 1-11 students with an 85 CAT Composite after spring testing.
- g. A student may be self referred as a high ability learner by answering a



questionnaire and presenting it to the Committee.

Step Two: Screening Committee will use the following data for selection or removal of a student from the High Ability Learner program:

- a. The student will earn a composite score of the 85<sup>th</sup> percentile or higher on the California Achievement Test (CAT).
- b. Students who score between the 75<sup>th</sup> and 84<sup>th</sup> percentile on the CAT will be nominated with two (2) teacher recommendations from core curriculum classes.
- c. Nomination form presented by a district teacher and fine arts specialists who have knowledge of the student's abilities. Grade 1 students will be nominated by the Kindergarten teacher for fall inclusion in the HAL program.
- d. Nomination forms presented by parents, a student or other parties knowledgeable of a student's abilities by his/her parent or guardian as a high ability learner.

Step Three: Presentation of High Ability Learners to teacher and parents:

- a. By September 25 of each school year: Prepare a list of names of selected high ability learners and give to classroom teacher that will be working directly with an identified student.
- b. By the last school day in May: Notify parents of the identification of their child as a high ability learner and inclusion in the program for the ensuing school year.

5. Appeal Process: Any parent/guardian can appeal the decision reached by the Screening Committee to not include a student in the District's HAL program. Parents wishing to appeal are asked to call the Superintendent at 772-2171 to begin the process.

6. Continuum of Program Services and Professional Development: Professional development opportunities will be provided for the staff to become aware of the unique needs of high ability learners by addressing their affective, cognitive, social and emotional needs. Within the continuum, the following activities and options will be considered: Future Problem Solving, Quiz Bowl, Mentoring, Curriculum Enrichment, Homogeneous Groupings, Compacting Curriculum, Curriculum Acceleration and area offering of HAL activities. In addition, the HAL curriculums and instructional programs used by the District will be research based. The District will try to provide a HAL coordinator when funds are available.

7. Evaluation and Future Planning: Program evaluation will include a team approach including parents, students and educators. Annually, input will be accumulated to provide formative assessment of program goals and objectives. The district program will be continually reviewed and revised to assure alignment with district school improvement plan and NDE Rule 3 requirements. An annual report will be written and available for access by district patrons as well as school personnel.

8. Management Plan/Proposed Budget: HAL funds provided by NDE will be included in the District's budget program under Function Code 1310. These funds will be augmented by District funds. The funds will be spent on HAL activities, supplies and equipment requested by teachers and administrators for classroom purposes. In addition funds will be made available to parental requests for special HAL activities sponsored outside the District.

9. Identification and Nomination forms for teachers, parents, students and other parties available upon request from the Superintendent (772-2171)

A. Teacher Nomination Forms (3): These forms allow teachers to give narrative and anecdotal information to support the nomination of a student for Harvard Public School's High Ability Learner program.

*Adapted from Renzulli, J. and S. Reis. The Schoolwide Enrichment Model, A Comparative Plan for Educational Excellence. Mansfield Center, CT: Creative Learning Press, Inc.*

B. Characteristics of High-Ability Student Check-off Form: This form is for use by teachers and parents or other parties. It includes general characteristics that apply to all high ability students but especially in the areas of creative ability, leadership, and performing arts

*Adapted from Identification Checklists: East high School, Lincoln Public Schools and Dade County, Florida Public Schools*

C. Parent/Guardian Nomination Form: This form allows parents to give narrative and anecdotal information to support the nomination of their child for Harvard Public School's High Ability Learner program. It allows the Parent to offer information concerning their child's creative, leadership, career and technical or performing arts abilities.

*Adapted from Renzulli, J. and S. Reis. The Schoolwide Enrichment Model, A Comparative Plan for Educational Excellence. Mansfield Center, CT: Creative Learning Press, Inc.*

D. Spotting Talent Early in Minority Students Form (S.T.E.M.S.): This form can be used by teachers or parents to assess the gifted/talented characteristics of minority students

*From Pizzat, Paula M. "STEMS, Spotting Talent Early in Minority Students." University of Virginia*

E. Student Self-Nomination Form: This form allows a student to give narrative and anecdotal information to support his/her self-nomination for Harvard Public School's High Ability Learner program. It allows the student to offer information concerning their creative, leadership, career and technical or performing arts abilities.

*Adapted from Renzulli, J. and S. Reis. The Schoolwide Enrichment Model, A Comparative Plan for Educational Excellence. Mansfield Center, CT: Creative Learning Press, Inc.*

F. A self-Rating Scale for Leadership Form (ages 8-18): This form allows a student to assess their gifted/talented characteristics pertaining to their leadership abilities

*From Poets, Lois F (1992). "Leadership." Des Moines, IA: Leadership Publishers, Inc., For Primary Scale (ages 4-8) contact: Lois Roets, PO Box 8358, Des Moines, IA 50301*

## Z. INTERNET SAFETY & ACCEPTABLE USE POLICY 6800

### A. Internet Safety Policy

It is the policy of Harvard Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and

cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

#### B. Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
LB 512 (2017).

Date of Adoption: June 2017

#### AA. PARENTAL INVOLVEMENT POLICY (1201)

It shall be the policy of the Harvard Public School District to provide parents who make a reasonable request an opportunity to look at all textbooks, tests, curriculum materials and any other instructional materials used by the School. Appropriate school personnel will provide parents with reasonable advance notice prior to using instructional material that is generally considered controversial in nature and when a child will be required to take a standard norm referenced or criterion referenced test such as the California Achievement Test.

When a parent(s) has a complaint and/or an objection to any instructional material used, the school employee responsible for the material use will meet with the parent(s) upon a reasonable request to discuss the concerns. The superintendent or his/her designee may prepare a complaint form which may be used by a parent to express objections to instructional materials. This complaint form shall request information including but not limited to the specific instructional material complained of, the reason for the complaint, and a proposed solution.

A parent(s) may, upon a reasonable advance request, attend and monitor courses, assemblies, counseling sessions and other instructional activities unless their attendance would substantially interfere with a legitimate school interest.

The Harvard Public School professional staff encourages communication from parents concerning the appropriateness of specific instructional materials for their children. When a parent believes that specific instructional material is inappropriate for their child(ren) and that it would be in their child's best interest to be excused from this instructional experience, the parent is encouraged to contact the teacher(s) involved and/or use the complaint form described above to explain their concern. When reasonable and when the complaint is based upon reasons of conscience or religious grounds, the student will be excused from the instructional experience complained of and offered an alternative instructional experience. When excused, the student will not be graded down as a result of missing the instructional experience.

Prior to any child being asked to complete a school sponsored survey, the superintendent or his/her designee will notify his/her parents of the survey, the date and time when the survey will be completed by the child, the purpose of the survey and to whom the survey results will be reported to. Any parent who requests in writing that his or her child not be required to complete the survey shall have their request honored. No Teacher or student initiated survey that inquires into the values, beliefs, or privacy of any student will be administered to any student within the school until the survey has been approved by the superintendent and by the child's parent/guardian.

Parents and guardians will be provided full access to their child's school records as required in NEB. REV. STAT. 79-4,157 and the Federal Education Right to Privacy Act.

Adopted: July 17, 1995

Amended: June 3, 1996



#### W. TITLE I PARENTAL INVOLVEMENT POLICY (1201A)

The following policy for Title I Parent Involvement was developed by the district's Strategic Planning Curriculum Committee (SPC). It was devised to be an addendum to the district wide Parental Involvement Policy required under LB 1161. The committee felt the district policy did not include enough of the requirements of Section 1118 of Title I Improving America's Schools Act (IASA) to be integrated within the district wide policy so it developed an addendum which will pertain to the parents of Harvard's Title I children.

#### TITLE I PARENT INVOLVEMENT POLICY (District Policy 1201 A)

P.L. 103-382 affirms the principle that parental involvement is a vital part of the Title I program.

At the district level, it is the policy of Harvard Public School District that parents of all children have the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district provides coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools.

To the extent practicable, the district shall provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in a format and in a language such parents can understand.

It is the Title I Parent Involvement policy of Harvard Public School District that:

A. This jointly developed, written policy is distributed to all parents:

The district's Reading Specialist will insure that all parents receives a copy of this jointly developed, written policy. The Title I Parental Involvement Policy, the Parent-Student-Teacher Compact (page 77) and the Strategic Planning Curriculum Committee are included within the student handbook. This handbook is updated and accessible through the school's website. Suggestions for improvement are taken at anytime throughout the year or at any applicable meeting. These suggestions concerning the policy may/will be used for revising the Title I Parental Involvement Policy which is yearly approved at the June board meeting of the Harvard Board of Education.

Note! Harvard School District does not include a private school or any other agency within its boundaries.

B. An annual meeting is held for all parents, both public and private. Additional parent meetings with flexible meeting times shall be held throughout the year as determined by parent interest and suggestions.

An annual meeting is held each year during the fall parent-teacher conferences or at the back to school picnic/open house. Parents are notified by mailings from the Reading Specialist and through the school newsletter (the 'Chirp') which contains a monthly school calendar.

This is sent to all district patrons.

C. The District will provide to parents on request, in a timely manner, information regarding the professional qualifications of the student's teacher/s. The school also shall provide timely notice to parents if their child will be taught by a teacher not meeting ESEA/NCLB requirements for four or more consecutive weeks.

This information also appears on the school website.

D. Parents are given assistance in understanding the requirements of the Title I law, National Educational Goals, content standards, performance standards, and assessments.

The Reading Specialist will provide parents/guardians with district, state and national publications explaining the Title I laws, National Education Goals, performance standards and assessments. This information will initially be provided at the annual fall meeting which is part of the district's parent/teacher conference. After the fall conferences, the Reading Specialist will continue to send mailings to parents/guardians or schedule informational meetings as the need arises.

E. Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results.

All parents/guardians will receive copies of the district's Rule 10 annual report during January of each school year which is distributed through the school newsletter, the 'Chirp'. The report contains the school's performance profile available through a link to the Nebraska Department of Education. Parents are given testing results in a timely manner. Some results are not available during the school year so notice is sent out that they are available. If not picked up, these results are mailed home.

F. Parents are informed of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program.

See Item #A. All the requirements of this part will be included with #A.

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

The only other language spoken in the Harvard Public School District besides English is Spanish. The district's Spanish teacher or one of the many bilingual para-professionals translate all mailings that go to families where the parents do not read or speak English or arrangements are made for a person to make the translations. Interpreters are provided for parent-teacher conferences, to interpret district mailings when requested by parents or other informational meetings by the Migrant Education Program in Hastings, Nebraska.

The Reading Specialist will respond to all parent recommendations by written and/or verbal responses when appropriate and home visitations if necessary. Parents are invited to attend all Title I activities that are appropriate for parent/guardian participation.

H. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high standards.

See item #A. The Title I information will continue to be contained within the student handbook. When new families enroll they are given the students handbook. The fall parent-teacher meeting is also used to receive input from parents about their feelings concerning the school/parent compacts. The district feels

that involving the parent and students with the development and implementation of the Parent-Student-Teacher Compacts will assist in the development of partnerships to help children achieve the district's performance standards. The compacts allow all parties to see that high expectations for student success require that all participants with a vested interest in the district's students must work together.

The district uses the Strategic Planning Curriculum Committee (SPCC), the School Improvement Committee and special meetings as an infrastructure to jointly involve parents and district personnel in the annual review and evaluation of the district's Parental Involvement Policy and Parent-Student-Teacher Compact.

I. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's education. The school provides reasonable support for parental involvement activities as requested by parents.

As mentioned in the district's Title I Plan, the school uses several different methods to provide parents with opportunities to become educational partners with the school in promoting the education of their children. Periodically the district sponsors a "Curriculum Carnival." This even allows all parents to experience the various learning methods, practices, and curriculum used in the Title I program. This activity allows parents to "feel" what it is like to be included in the Title I program. Other similar events include (SF)<sup>2</sup> – Strong Families Strong Future night, and parents nights for Spanish speaking parents and English speaking parents.

Also, as mentioned earlier, the district's regular parent-teacher conferences and the Title I conferences are held jointly so parents can see that the education process is a team effort. These meetings are held biannually. This method allows parents an opportunity to monitor their child's progress.

Also, the district sends out Progress Reports every two weeks so parents do not have to wait a long period of time before they are made aware of how well their child is doing. The teacher will also invite parents to volunteer their time to work within the school to get a better idea how the program works. In addition, parents are invited to attend district sponsored staff development programs or area sponsored staff developed programs if in-services are being provided that may help the parent learn about Title I programs or specific learning/teaching procedures that may help their student learn better. Parents have 24/7 access to student information including grades, attendance and other reports via the student information program PowerSchool. This program also sends out emails weekly to those that wish to have this type of communication.

Finally, Parents are invited by the district's SPCC to become temporary members so their concerns and recommendations for improvement of the Title I program can be heard and acted upon by the entire committee (see item #K for more detail).

J. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate.

See Item #I. Also, through daily contact and schedule Grade Level meetings, the Reading Specialist, the regular education and special education teachers communicate adjustments and reinforcement necessary so the child can attain a better grasp of the concept being taught in the classroom. These teachers meet regularly to discuss student needs and any parental concerns that may come to light during these discussions.

K. An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies.

Input from parents, meetings and all activities are reviewed and used to continually improve our policy and efforts. During the regular June or July board meetings all approved changes will be amended into the present Parental Involvement Policy by board approval and included in the student handbook. Changes will be noted in the district newsletter and on the school website.

## AB. STUDENT FEES POLICY

The Board adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

### STUDENT FEES

Harvard Public School District #11 shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their administration, their teachers or their coaches and sponsors for further specifics.

#### A. Definitions.

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

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

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

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

2. Safety Equipment and Attire.

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

3. Personal or consumable Items/Damage or Lost Items.

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

#### 4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

- Industrial Technology Classes - \$20 to \$800 depending on student choice of materials for personal projects.
- Art Classes - \$5 to \$50 depending on student choice of material for projects.
- Family and Consumer Science - \$5 to \$50 depending on student choice of material for personal projects.

#### 5. Extracurricular Activities.

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

The following list, not to be considered inclusive, details the maximum dollar amount of all extracurricular activity fees and the specifications for any equipment or attire required for participation in extracurricular activities:

All enrolled students at Harvard Public School will be admitted without charge to regularly scheduled home events. There will be a charge to tournaments and NSAA district / state contests. Admission costs for contests that are scheduled to take place at other sites will be governed by the host site.

- ✓ Student admission to regular season events FREE
- ✓ Student Participation Fee - None for 2017-2018 school year
- ✓ Football - Students must provide shoes
- ✓ Golf - Students must provide shoes and clubs
- ✓ Track, Volleyball, Basketball, Wrestling and Cross Country - Students must provide shoes, practice clothes
- ✓ Class Dues and other Obligations - None
- ✓ Other organizations - Dues set by organization's Charter or paid by organization

#### 6. Post-Secondary Education Costs/(see High Ability Learner (HAL) program for Post-Secondary Education plan and costs)

Some students enroll in post-secondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with post-secondary courses. However, for a

course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. HAL students may be able to have the expenses associated with Post-Secondary education costs.

7. Transportation Costs.

The district may charge students reasonable fees for transportation services provided by district to extent permitted by federal/state statutes/regulations.

The maximum dollar amount of the transportation fee charged by the Harvard Public School district for the 2017-2018 school year shall be \$0.00.

8. Copies of Student Files or Records

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

The maximum dollar amount for copying student files and records charged by the Harvard Public School district for the 2017-2018 school year will be \$0.00.

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

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

The maximum dollar amount for this service provided by the Harvard Public School district for the 2017-2018 school year shall be \$0.00.

10. Participation in Summer School or Night School

Harvard Public School will not offer these services for the 2017-2018 school year. Students using the district's summertime alternative education program for credit recovery purposes will be responsible for all expenses.

11. Charges for Food Consumed by Students in all situations

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

The maximum dollar amount charged for the breakfast and lunch program for 2017-18 meals is as follows:

BREAKFAST: PREK-12 STUDENT SINGLE BREAKFAST	\$1.45	ADULT BREAKFAST	\$2.20
ALL STUDENTS-PREK-12 DAILY:	\$2.55		

ADULT LUNCHESES-(full tray or complete salad bar): \$3.55 (no single entrée meals)  
ADULT LUNCHESES-(salad only): \$2.45      EXTRA MILK/JUICE: \$.35      SECONDS: \$.75

Policy No. 3571 relating to Meals charged at School

### Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

### Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

### Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

### Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

#### 12. Charges for Musical Extracurricular Activities

- ◆ Band Students must provide their own instruments unless arrangements are made to use school owned instruments
- ◆ Band Uniforms & expenses Per CLEF Club agreement

Note! Students that qualify for fee waivers under this policy will be provided, at no charge, the use of musical instruments and Band Uniforms or related expenses provided by the district.

- ◆ Chorus Expenses Students must provide shoes and other clothing apparel requested by the instructor

#### 13. Contributions for Secondary Grade Class Extracurricular Activities

Students are eligible to participate in a number of unique extracurricular activities during their years in secondary school, including but not limited to, prom, various recognition's, dances, class trips, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class's fund. The suggested donation to the class fund will be \$5 to \$20.

##### A. Waiver Policy

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

##### B. Distribution of Policy

This policy will be published in the elementary and secondary handbooks. Fee Waiver applications will be included with each handbook.

##### C. Voluntary contributions to Defray Costs.

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

##### D. Student Fee Fund.



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

#### E. PUBLIC HEARING

On or before August 1 of each school year the School Board shall hold a public hearing at a regular or special meeting of the board to discuss the District's Student Fee Policy for the prior and the ensuing school year. Discussions will be held regarding the Student Fee Fund and its transactions and the Student Fee Waiver component. The Student Fee Policy shall be part of the student handbooks and shall be adopted when the handbooks are approved by a majority vote of the School Board.

AC. Harvard Public School Tornado Shelters

Pre-School  
(GRR2)

4 <sup>th</sup> Grade (Elect. Lib)	3 <sup>rd</sup> Grade (Elect. Lib)	2 <sup>nd</sup> Grade (Elect. Lib)	1 <sup>st</sup> grade (Elect. Lib)	Title 1 (Elect. Lib)	Special Educ (BRR#1)	Kindergarten (BRR#1)
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5 <sup>th</sup> Grade (E/S Lib)	Ele/Sec Library XXX	NURSE	Electronic Library XXX
	SP/L XX	Guid/Sped	Spec Educ (Stay)

BRR#1	GRR#1	Kitchen (Kit Office)	Little Multi Rm (GRR3)	Custodian / Storage (PR)	Art/Industrial Technology (PR)	Shop PR-xx
GRR2	BRR2					

Middle School (BRR#2)
Middle School (SPL)
Social Stud (E/S Libr)
English (E/S Libr)

Spanish (DL Rm)	Multi-Purpose Room (Electronic Lib)	GRR3	BRR3
ELL (DL Rm)		FCS (BRR3)	
Sec.SPED (E/S Libr)		Science Lab (GL)	
Math (E/S Libr)		Science (GL)	

Gym (GL)	Practice Gym (WR)

Middle School (GL)	AD	Middle School (GL)	Sec. Prin. (GL)
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Main Office (GL)	Supt (GL)	Assist Prin. (GL)	Business (BL)
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Weight Rm XXX  
WR

Boys Locker Rm  
BL  
XXXX

Elem Music  
(BL)

5-12 Music / Band  
(BL)

AD.

2017-2018 PARENT/GUARDIAN SIGN OFF SHEET  
(K-12 Students Only)

To: Parents/Guardians and Students of the Harvard Public School District

Re: This sign off sheet pertain to the following items. Please read them carefully.

1. We, as interested and concerned parent(s)/guardian(s)/student(s) have read and discussed the contents of the student handbook and understand that the handbook does cover the events that can and sometimes do happen during the school year including the acceptable use of the internet and district technology (pages 75 – 79). We are aware that our signature below indicates our access to the student handbook online or the receipt of the student handbook.
2. Federal Law requires that schools inform students about the district's Drug, Tobacco and Alcohol Policy. All the information pertaining to this policy is included in this handbook. This information will be discussed with your son or daughter at the beginning of each school year. Your signature at the bottom of the page indicates that you have read the District's Student Handbook containing the information relating to the district's policy pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of the school's activity program.
3. DIRECTORY INFORMATION REQUEST: The Family Education and Privacy Act and the Nebraska Public Records Law authorizes schools to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians the right to object. Please read the information provided in this handbook describing "directory information" and then decide if you object to the school disclosing directory information to non-school individuals. (NOTE: the military branches are the main requestor of directory information.) If you object, you must notify the school in writing before the September Board of Education meeting, otherwise the District will assume you do not object.
4. 6-12 Students - AFTER SCHOOL ACADEMIC PROGRAM AND ATTENDANCE REQUIREMENTS: My signature indicates that we are aware of these specific changes to the K-12 handbook for the 2017-18 school year and will support this program to help the District's goal of improving student academic performance.
5. Activities / Events off school grounds – The school will inform parents/guardians of the times when students will be taking part in educational opportunities away from the physical school building. A monthly calendar appears in the newsletter with activities, sponsors send home notes / schedules and teachers will often send home notices or permissions slips. Please know that the school makes every effort to inform parents/guardians of these events.
6. Photographs / media information – unless otherwise notified in writing before the September Board of Education meeting, the District will assume it has permission to utilize all images and other media information to promote the District via newsletters, webpages and other media. It is further known that the school utilizes video surveillance cameras and uses such equipment / video for the safety and security of those in its presence. This video is for internal use only and will not be accessible to anyone without legal authorization.

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

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

**This signed statement will be returned to the  
School office by the end of the first week of school.**

HARVARD PUBLIC SCHOOL MISSION STATEMENT:

**Harvard Public School, in Partnership  
With Family and Community, Is Committed  
To Providing Quality Educational  
Opportunities For All Students To Realize  
Their Potential As Lifelong Learners**

A through Z, we pull together to make this compact work.

***As Harvard Public School Teachers, we will***

- A. believe that each student can learn;
- B. show respect for each child and his/her family;
- C. provide an environment conducive to learning;
- D. help each child grow to his/her fullest potential;
- E. provide meaningful and appropriate homework activities;
- F. enforce school and classroom rules fairly and consistently;
- G. maintain open lines of communication with student and his/her parents;
- H. seek ways to involve parents in the School Wide program;
- I. demonstrate professional behavior and a positive attitude.

***As a Student, we expect you will***

- J. always try to do your best in your work and in your behavior;
- K. work cooperatively with your classmates;
- L. show respect for yourself, your school and other people;
- M. obey the school and the bus rules;
- N. take pride in your school;
- O. come to school prepared with your homework and your supplies;
- P. believe that you can learn and will learn.

***As a Parent/Guardian, we ask that you will***

- Q. see that your child attends school regularly and on time;
- R. provide a home environment that encourages your child to learn;
- S. support the school in developing positive behaviors
- T. insist that all homework assignments are completed;
- U. try to spend 15 minutes each day reading with your child
- V. communicate regularly with your child's teachers;
- W. support the school in developing positive behaviors;
- X. talk with your child about his/her school activities every day;
- Y. encourage your child to read at home and to monitor his/her TV viewing;
- Z. if possible, volunteer time at your child's school;

**Harvard Public School's responsibility will be to provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.**

**PARENT-STUDENT-TEACHER SCHOOL WIDE TITLE I COMPACT**

(No signatures required... only identified K-6 students will be served based upon need)