

**Howells-Dodge Consolidated School
Student /Parent Handbook 2015-2016 School Year**

Foreword

Section 1 Intent of Handbook:

The years in school have no substitute; when they are gone they cannot be recalled. Emptiness punctuated by regret serves only to haunt a future tainted by thought of what might have been. Take advantage of what is here now; recognize that “your school years” are a precious, special time unique in all your lives. In short, understand while you are young, the magic of being young. The faculty and I welcome you to Howells-Dodge Consolidated Schools and to a new and exciting part of your life.

To each one of us this new school year means something different. However, we all have one thing in common; we are all part of one of the finest schools in the state of Nebraska. This hasn't happened by accident but has been accomplished through the combined efforts of our school, community, school board, entire staff and most important of all, an excellent student body.

Over the past years our students have excelled in every phase of our school program and of this we are truly proud. You have helped to establish the outstanding reputation we maintain. By your continued hard work and pride in Howells-Dodge Consolidated Schools, the tradition of excellence in education and achievement in co-curricular activities will continue to be the rule, rather than the exception.

All successful organizations must have some form of structure to give it direction so that certain goals can be achieved. The goal of Howells-Dodge Consolidated Schools is to provide for you the best educational opportunities we possibly can. To the end of creating a sound and pleasant environment, we prepared this handbook to inform you of the expectations our academic community has, the conditions, which surround an institution of high quality, and the activities available to you.

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

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

Section 2 Members of the Board of Education:

Name
Mrs. Heather Macholan, President
Mr. Jason Kreikemeier, Vice-President
Mrs. Rachel Nielsen, Secretary
Mr. Kent Smith
Mr. Keith Brester
Mr. Paul Dvorak

Section 3 Administrative Staff:

Name	Position
Mr. Jeff Walburn	Superintendent
Mr. Mark Ernst	Principal

Section 4 Teaching Staff:

Name	Department	Grades
Mrs. Kim Anderson	Art	K-12
Mrs. Pam Bazata	Guidance Counselor	PK-12
Mrs. Tiffany Becker	Physical Education	K-12
Mrs. Mary Lou Benesch	Library/Media & Title I	PK-12
Ms. Sharon Brown	Speech Pathologist	K-12

Mr. Jordan Brabec	Agricultural Education & Activities Director	7-12
Mrs. Jo Conrad	Elementary	2
Miss Kristin Culver	Elementary	1
Mr. Luke Dobbins	Mathematics & Tech Coordinator	7-12
Mrs. Nikki Dobbins	Elementary	Kindergarten
Mr. Cole Fischer	Social Studies	7-12
Mrs. Judy Fuerhoff	Special Education	PK-12
Mrs. Brenda Hegemann	Elementary	5
Mr. Brian Jones	Science	7-12
Mr. Ron Lund	Science	7-12
Mr. Wayne Molacek	ITE	7-12
Mrs. Tanya Oligmueller	Music	K-12
Mr. Scott Polacek	Social Science	7 - 12
Mrs. Marla Prusa	Family Consumer Science & Business	7 - 12
Mrs. Jennifer Schmidt	Elementary	6
Mrs. Traci Sindelar	Spanish	7-12
Mr. Michael Speirs	Math	7-12
Mrs. Paula Tichota	Elementary	3
Mrs. Kelly Throener	Elementary	4

Mrs. Audrey VanLengen	Language Arts/Spanish	7-12
Mr. Neil VanLengen	Business	7-12
Mrs. Gayle Wragge	Reading	7-8
Mrs. Stephanie Wurdinger	Elementary & Title I	Preschool
Ms. Angela Zarybnicky	Language Arts & Math	7-12

Section 5 Support Staff:

Name		Position
Mrs. Rhonda Bartling		Food Service
Mrs. Jody Blum		Administrative Assistant
Mrs. Jaimie Bohaboj		Food Service
Ms. Kathy Dinslage		Paraprofessional
Mrs. Julie Dirkschnieder		Paraprofessional
Mrs. Connie Dostal		Bookkeeper/Superintendent's Secretary
Mrs. Amanda Hill		Paraprofessional
Mrs. Lori Kulhanek		Food Service
Mr. Justin Lovitt		Maintenance/Custodian
Mrs. Julie Oelkers		School Nurse
Mrs. Patty Pieper		Food Service Manager

Mrs. Candy Recker		Administrative Assistant
Mrs. Rhonda Schumacher		Paraprofessional
Mr. Bob Sellhorst		Bus Driver
Ms. Cindy Tieken		Paraprofessional
Mrs. Judy Uher		Custodian
Mr. Ken Widhelm		Bus Driver
Ms. Betty Wiedeman		Custodian
Mr. Gene Wolff		Bus Driver
Mrs. Gayle Wragge		Paraprofessional
Mr. Kevin Wragge		Maintenance/Custodian

Summer Break

JULY '15						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '15						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 S / 15 T
11&12 August
 Teacher Work Days
13 August - First Day of School
 Dismiss @ 1:00 PM
 Teacher Work Day

20 S / 21 T
7 September – NO SCHOOL
 Labor Day
23 September
 P/T Conferences
30 September-NO SCHOOL
 Staff Development ½ day
 1/2 Day Comp P/T Conf

SEPTEMBER '15						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '15						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 S / 21 T
16 October – End of 1st Qtr
21 October - NO SCHOOL
 Staff Development
30 October – NO SCHOOL
 Fall Break

19 S / 19 T
25 November -
 Early Dismissal – 1:00
26-27 November
 NO SCHOOL -Fall Break

NOVEMBER '15						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '15						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 S / 16 T
22 December - End 1st Semester
23-31 December - NO SCHOOL
 Winter Break

19 S / 20 T
1 January - NO SCHOOL
 Winter Break
4 January - NO SCHOOL
 Staff Development
27 No School-Jaguar Speech

JANUARY '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

20 S / 20 T
12 February – Early Dismissal
 ½ Day Comp for P/T
17 February
 P/T Conferences
19 February - NO SCHOOL

18 S / 18 T
3-4 March - NO SCHOOL
 Spring Break
11 – End of 3rd Qtr
11 March - NO SCHOOL
 Spring Break
25-28 March – NO SCHOOL
 Spring Break

MARCH '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



20 S / 21 T
27 April - NO SCHOOL
 Staff Development

13 S / 15 T
18 May - Last Day of School.
19-20 May
 Teacher Workdays
Graduation – May 14th



MAY '16						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '16						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Summer Break
 178 Student Days; 185 Teacher

 No School Teachers or Students
 No School Students-
 Teacher's Staff Development

School Day Times
 Elementary: 8:15 a.m. – 3:30 p.m.
 Junior High: 8:15 a.m. – 3:43 p.m.
 Senior High: 8:15 a.m. – 3:43 p.m.

 P/T Conferences


Article 1 – Mission and Governing Values

Section 1 School Mission Statement:

Howells-Dodge Consolidated Schools, in collaboration with our communities, and parents, provides all students with an outstanding education that motivates them to be successful, life-long learners.

Section 2 Beliefs:

Belief of Howells-Dodge Consolidated School

- Education is a partnership among school, family, and community.
- Students are active participants in the learning process.
- A safe and supportive environment is provided for learning and teaching.
- Diversity is valued in ways that enrich student learning.
- Technology is infused with quality instruction to prepare students for the workforce.
- Each staff member is responsible for providing students an excellent educational experience.

Motto:

H--Hard work

D--Dedication

C—Cooperation

Section 3 Mutual Respect

The Howells-Dodge Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 Multicultural Policy

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

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

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

Section 5 Complaint Procedures:

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

1. Complaint procedure:

Step 1. Have a scheduled conference with the staff person involved in the complaint matter.

Step 2. Appeal to the principal if the matter is not resolved at Step 1.

Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.
Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

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

Section 6 Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Article 2 - School Day

Section 1 Daily Schedule

8:00 A.M.	Teachers on duty	
8:10 A.M.	Warning Bell	
	Start	Dismiss
Period 1	8:15	9:05
Period 2	9:08	9:58
Period 3	10:01	10:51
Period 4	10:54	11:44
	Lunch	11:41 – 12:14
		11:41 1 st Group Lunch
		11:45 2 nd Group Lunch
		11:49 3 rd Group Lunch
Period 5	12:14	1:04
Period 6	1:07	1:57
Period 7	2:00	2:50
Period 8	2:53	3:43
Ninth Hour	3:45	4:15

Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast this information regularly.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:30 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed. There will also be an announcement made on the school's ALERTNOW Rapid Notification Service.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements will also be made over our Internet Website (www.howellsdodgeschools.org) and the following radio stations: KWPN (FM 107.9), KKOT (FM 93.5), KFAB (AM 1110), KLIR (101.1 FM).

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

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

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

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

Section 3 Closed Campus:

Howells-Dodge Public Schools operates under a closed-campus. Students are not allowed to leave the buildings during the school day (8:15 a.m. until 3:43 p.m.) without permission of a student's parents or legal guardian and the Principal. All students leaving the building (for any reason) must receive permission from the Principal to do so. Students leaving without permission will be dealt with accordingly.

Section 4 Breakfast and Lunch Program:

1. Students are asked to purchase meals in the Principal's office before lunchtime.
2. When students are dismissed for lunch they are to go to the cafeteria as quietly as possible. When returning at the close of the lunch period, students are asked to observe proper respect to avoid disturbing classes that are in session.
3. Hot lunches are provided daily.
4. Students may bring their own lunches to school but all food is to be eaten in the lunchroom, unless administrative permission is given for special occasions.
5. Students are expected to clean up their trays and tables when finished and to display proper etiquette and manners during lunch.
6. Violation of these rules may result in a penalty including the cleaning of the facility and a suspension from the use of the cafeteria.
7. Charges for lunches cannot exceed \$30.00. When the \$30.00 limit is reached, students will not be permitted to eat school lunches until the bill is paid in full.
8. Breakfast will be served each morning from 7:45-8:05 AM. In the event of a late start, breakfast will be served from 9:45-10:05 AM.
9. Students must eat all of their food in the lunchroom area. No food should be taken from the eating area to the locker area, gym, or any other place in the school. Students who take food out of the eating area may lose the privilege of participating in the school's breakfast and lunch program.
10. No food/drinks may be purchased after listed serving hours.

Free and Reduced Meals

We do have provisions for free and reduced price meals for families that qualify. An information sheet stating the guidelines for free and reduced meals as well as the application form for the same will be sent home with the students during the first week of school. If you feel that you qualify and would like to apply for free or reduced meals, please fill out the application form and return it to the Principal's office.

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

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the a\basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Article 3 - Use of Building and Grounds

Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. Students are to stay in the hallway or commons area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Any student leaving school is required to check out with the Principal. The student needs to give their name, time of leaving, and a written note for the absence to insure that parents know and approve of the student leaving school early. In case of illness, a call to a parent or guardian will be made to insure proper attention to the health of the student. Failure to check out properly may result in disciplinary action.

Upon return to school during the day students are to report to the school office.

End of School: Our regular school day ends at 3:43 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible. No students should remain in the building after 4:15 p.m. unless under the direct supervision of a staff member.

Section 2 Visitors

All visitors are to check in at the Principal’s office. No one is to enter a class in session without the Principal’s permission. We encourage parent visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization. All visitors should first check in with the Principal’s office. It is strongly recommended that students refrain from bringing guests to school because they can create a distraction to both teachers and students. Students wishing to bring a visitor to school must secure permission for this visitor at least one day in advance. No visitor passes will be issued during the first two weeks and the last two weeks of each semester.

Section 3 Smoke-Free Environment

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

Section 4 Care of School Property

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

Fines are determined on books according to the following criteria:

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

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

Section 5 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Personal padlocks may be used if desired by students. A duplicate key or combination must be given to the Principal. If a key or combination is unavailable to the administration, the school reserves the right to cut off any padlock on a school locker. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students will not be allowed to tape pictures in their locker bearing wording or insignias of alcoholic beverages, drugs, tobacco, profanity or suggestive inscriptions or pictures. Students may be assessed a fine for damage to lockers.

Section 6 Searches of Lockers and Other Types of Searches

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

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

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

Section 7 Video Surveillance

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

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

Section 8 Use of Telephone

Students are allowed to use school phones when given permission by the administration or a staff member. The school telephones in all office areas are for the purpose of conducting school business, not for private calls made by students. Students will not be called out of class to answer phone calls except in extreme emergencies.

Section 9 Cellular Phones

Students will be allowed to have cell phones during lunch and in their passing periods between classes. During class, The teachers will have the option to have the students put them in a designated area of the room (off or silenced), on top of the students desk (off or silenced), the teacher can allow them for educational purposes or the teacher has the right to not allow cell phones in their room at all. There will be a **zero tolerance** policy for inappropriate use of cell phones, such as, bullying, harassment, inappropriate searches, inappropriate messages, etc. A violation of this policy will result in a loss of cell phone privileges for the a duration of time to be determined by the administration that could result in up to a full school year from having a cell phone in school. If a violation occurs, the students phone will be confiscated, they will receive a detention and the parents will need to come pick up the phone at their earliest convenience. Students would have to check in their phone to the office everyday when entering

the building. The school will not be responsible for any damaged, stolen or lost cell phones. No cell phones will be allowed in the bathrooms or locker rooms for any reason. Students will be allowed to bring cell phones along with them to extra-curricular activities but the school is not responsible if they are lost or stolen.

Special exceptions or changes to this policy may be made by the administration at any time.

Section 10 Vehicles and Parking

Student parking at Howells-Dodge Public Schools (west campus) is located on the south side of May Street. Students must obey all traffic signs posted and adhere strictly to the posted speed limits around the parking lot. Any speeding or reckless driving by students will be reported to local law enforcement. Students will not be allowed to park on the street or in the area South of the Industrial Technology and Ag rooms.

Students are to park their vehicles immediately upon arrival at school and are not allowed to drive any vehicle during the school day without permission. The Principal shall be the authority in determining who may drive a vehicle during the day. Students who disregard this policy are subject to disciplinary action.

All students should remember that the areas marked for staff and vans are reserved for the staff and the school vans. This area includes the first row of the south parking lot. The marked parking stalls immediately north of the building are for staff parking only. Students are not permitted to park in this area during school hours.

The school is not responsible for damage or theft while vehicles are on school property.

The Howells-Dodge Consolidated Public Schools parking lot on the east campus site is located on the east side of the gym. Students are to use that lot and to be respectful of property owners who live around the school buildings. Students must obey all traffic signs posted and adhere strictly to the posted speed limits around the parking lot.

Students are to park their vehicles immediately upon arrival at school and are not allowed to drive any vehicle during the school day without permission of the Principal. The Principal shall be the authority in determining who may drive a vehicle during the day. Students who disregard this policy are subject to disciplinary action.

The school is not responsible for damage or theft while vehicles are on school property.

Section 11 Student Valuables

Students, not the school, are responsible for their personal property. **Students are cautioned not to bring large amounts of money or items of value to school.** If it is necessary to bring valuable items or large sums of money, leave the money or valuables with a staff member in the school office for temporary safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. The school has combination locks available for student use throughout the school year.

Section 12 Lost and Found

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

Section 13 Accidents

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

Section 14 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. Howells-Dodge Consolidated Public Schools shall make a student accident insurance, including football insurance, available to parents/guardians on the basis of a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost. Information about student insurance providers will be available in the school office or on school bulletin boards. Enrollment in this insurance plan is voluntary with all premiums paid by parents/guardians. This student insurance policy is not intended to replace other insurance coverage. It is designed as a supplement to your existing insurance coverage.

The district may, on an annual basis, purchase catastrophic accident insurance coverage for students.

Section 15 Bulletins and Announcements

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

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced in the daily bulletin.

Section 16 Fire Drills and Tornado Drills

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or takes cover by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with the instructions.

The fire alarm, which is a steady bell from the fire alarm system, is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When you are out of the building you should report to your designated area with your teacher. The students will be notified by the Principal or his designee to return to the building.

A tornado alarm will be announced on the school intercom. Again, take cover in the designated areas quickly and quietly in an orderly fashion. An announcement on the intercom will return students to class following the drill.

Section 17 Gum and Candy Regulations

Candy and gum are allowed with teacher permission. Drinks included but not limited to pop/soda, Gatorade, energy drinks, milk, etc. is not allowed to be consumed during school hours. Water is permissible by permission of the classroom teacher. Administration may make special exceptions to this policy

Section 18 Halls

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting, whistling and loafing are examples of poor conduct and crude manners. Walk rapidly, keeping to the right. Talk in a subdued voice. Teachers will supervise the halls before school, between classes, and after school.

Section 19 Book bags

Student book bags, backpacks, and duffle bags should be kept in students' lockers during the school day. These items will not be allowed in the hallways or to be brought into classrooms except in special circumstances approved by the classroom teacher.

Section 20 Copyright and Fair Use Policy

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

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

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

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

Article 4 – Attendance

Attendance Policy and Excessive Absenteeism

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

A. Attendance and Absences.

1. Circumstances of Absences Definitions. The circumstance for all absences from school will be identified as: School Excused or Not School Excused. Absences should be cleared through the Principal’s office in advance whenever possible. All absences, except for illness and/or death in the family require advanced notice approval.

- a. School Excused. Any of the following circumstances that lead to an absences will be identified as a School Excused absence, provided the required attendance procedures have been followed.

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

1. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
2. Other Absences as determined by the principal or the principal’s designee.

- b. Un-Excused Absences: A absence that are not school excused may result in a report to the county attorney and may be classified as follows:
 1. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent’s responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 2. Absence Procedures: Other absences are those in which the parent has not communicated a reason for the student’s absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition the circumstances of a child’s absence, but

all of the codes need to be identified to parents and students as fitting into one of the above defined circumstances.

Students are expected to bring a written note to be turned into the secretaries Office upon return to school before being admitted to class.

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

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

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

Exceptions for Older Students: Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

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

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

The exit interview shall be personally attended by:

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

- *The person who has legal or actual charge or control of the child who requested the exit interview;

- *The child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district;

- *any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

- *Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or

- *An illness of the child making attendance impossible or impracticable.

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

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

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

- *the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and

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

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

4. **Reporting and Responding to Truant Behavior.** Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

5. **Excessive Absenteeism.** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child’s parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.
 - b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
 - c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
 - d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the

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

6. Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted.
7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

8. **Tardiness.**

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

Continued tardiness is poor planning and frequently indicates a negative attitude toward the situation to which one comes late. We will try to help all pupils look forward to coming to school. When students are tardy to school in the morning, they should report directly to the office for a tardy slip. Students will be allowed three (3) tardies to class per quarter. Students will be assigned a detention period for each additional tardy to any class. Only pre-arranged appointments such as doctor, dental, physical therapy, etc. will be considered acceptable for being tardy to school. A student will be considered tardy to school until 8:35 a.m. After 8:35 a.m. a student will be treated as absent from class.

- b. Tardy to Class: Students will be considered tardy to class if they are not in the classroom when the tardy bell rings, unless they have a pass from the teacher who

Article 5 – Scholastic Achievement

detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between classes to make it to their next assigned class on time.

9. Leaving School

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

Howells-Dodge Public Schools will use the letter grading system as follows:

Incomplete

Students may receive incomplete grades in a class for a semester if they have work that has not been completed. In this case, the student will meet with the teacher to establish what work must be completed to receive credit in the class. Also, the teacher and student decide on the deadline for completion of this work. (Maximum of 9 weeks for first semester work and two weeks after school for the second semester credits.) These arrangements are to be put in writing and given to the student, parent, teacher, counselor and Principal. All work is to be completed by the deadline or the student receives a failure and no credits for the semester.

Failing Grades

A failing grade at the end of the semester means a loss of credit. If during the four years in high school, a student has failed a required subject, it is the student's responsibility to register for the course again. The course or courses will be taken as soon as they can be worked into your schedule in order that you meet the full requirements for graduation. If available, students may make up failed courses by taking an on-line course approved by the administration.

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

Cheating on tests or helping other students cheat will not be tolerated. This applies for daily work as well. Plagiarism or claiming others' work as your own is considered cheating and dealt with accordingly. Students learn by doing their own work. Students found to be cheating on school assignments/tests will be disciplined by teachers according to the teacher's class policies and the circumstances surrounding the incident.

Eligibility

Teachers will submit grades every week by Monday morning at 8:00 a.m. The office will then run an eligibility check to see what students are failing classes. If a student is failing two or more classes in a week then they will be deemed ineligible for that week. An exception can be made if the students are able to get the grades up prior to the competition or event if approved by

administration. We will start running eligibility reports two weeks after each quarter begins. Every student will get a waiver week to give students a chance to bring his or her grade up. Students will only get one waiver week per quarter. If a student is failing two or more classes after the waiver week, then they will be considered ineligible. Eligibility is based on the students overall quarter grade.

9th Hour

A 9th hour policy may be implemented to require students to spend additional time after school to improve their grades if they are failing one or more classes. It may also be used for credit recovery due to excessive unexcused absences.

ACT Test Prep

The school will provide an ACT preparation course to help students get acclimated with what to expect when taking this test. This is also a good opportunity to possibly help improve test scores if students have already taken it.

Section 2 Class Rank

Scholastic class rank is figured at the end of each semester for each student in High School. Rank in class is based on the GPA (calculated to 3 decimal places) and compares the student's relative rank with all other students in his class. In cases where students hold identical Grade Point Averages, a determination for rank in class will be made by looking at Total Quality Points accumulated by the students and awarding the higher rank in class to that student who has accumulated the greatest total of quality points. Foreign exchange students are omitted from class ranking.

This class rank and grade point average is very important, as part of each individual's requirements for college entrance and scholarship application. With this in mind, each student should strive to maintain the best possible grade point average and class rank.

Section 3 Yearly Requirements

Students at Howells-Dodge Public Schools are classified as to grade level according to the number of credits earned toward graduation. In high school a student must have earned 50 hours of credit beyond grade 8 to be classified a sophomore, 100 hours to be classified as a junior and 140 hours to be classified as a senior.

Section 4 Graduation Requirements

1. Students must attend high school on a full-time basis for a minimum of 8 semesters and be enrolled in a minimum of 7 courses per semester. The Administration may waive the minimum load requirement when exceptional circumstances make that an appropriate action. This would also relate to the number of semesters a student is required to attend.
2. A student must receive credit for a minimum 240 credit hours of coursework. The Board and Administration believe that meeting the requirements for the "College Preparatory" program of 250 credits will generally prepare a student for

college. However, each college/university sets its own requirements and they may not match the Howells-Dodge High School program. Students attending the University of Nebraska system need to be aware that the requirements for unrestricted access to the NU system exceed some of the Howells-Dodge Consolidated School requirements.

3. Credit is awarded for those courses which are part of the school's approved academic schedule or which the Superintendent has approved.
4. The Superintendent or his/her designee may grant exceptions to these general requirements and to the specific requirements listed below for handicapped student's whose Individual Education Plan and/or Transition Plan identifies more appropriate requirements, or for such other reasons as the Superintendent may deem appropriate. The Superintendent or his/her designee may also make waivers of general or specific requirements when it is deemed in the interests of the student and the school district. In some areas of the requirements specific alternative courses are identified; elsewhere, the Superintendent or his/her designee may approve an alternative course when appropriate.

The general and specific requirements in this policy are minimums. Nothing in this policy shall be interpreted as precluding the Board or the Superintendent or his/her designee from requiring students to take other general courses of study or specific courses as may be deemed appropriate. It is recommended that students who wish to attend a four year college successfully complete the following Program.

9th Grade	Algebra I or Pre-Algebra, English 9, World History, Physical Science, Computer Applications
10th Grade	Geometry or Algebra I or Algebra II, English 10, American History, Biology, Physical Education
11th Grade	Algebra II, Geometry or Assessment Math, English 11, American Government, Economics
12th Grade	English 12 or College English, and Economics

**COLLEGE PREPARATORY PROGRAM
(250 Hours Minimum recommended)**

English.....40 credits
 English 9, English 10, English 11, English 12, College English
 Math.....40 credits

Algebra I, Geometry, Algebra II, Advanced Math	
Social Studies.....	35 credits
World History, American History, American Government, Economics	
Science.....	40 credits
Physical Science, Biology, & 20 credits from Global Science, Chemistry, Physics, Anatomy & Physiology	
PE and Health.....	10 credits
Speech and Fine Arts.....	10 credits
(See note 2)	
Computer Related.....	10 credits
Foreign Language.....	10 credits
Additional Electives.....	61 hours
(Total Credit Hours = 250)	

GENERAL PROGRAM
(240 hours class credit)
(Requirements revised as of 2014-2015)

English	40 credits
English 9, English 10, English 11, English 12	
Math.....	30 credits
Algebra 1	
Social Studies.....	35 credits
World History, American History, American Government, Economics	
Science.....	30 credits
Physical Science, Biology	
PE and Health.....	10 credits
Speech and Fine Arts.....	10 credits
(See note 2)	
Computer Related.....	10 credits
Foreign Language.....	10 credits
Additional Electives.....	65 credits
(Total Credit Hours = 240)	

NOTE 1: English –The Administration may substitute up to 10 credits of Speech for a failed

English class

NOTE 2: Fine Arts – Five credits of speech are required for all students at some point during their sophomore, junior, or senior year. Four additional credits must be taken from Band, Chorus, or Art.

NOTE 3: Foreign Language – Students should note that the University of Nebraska system requires two years of a single foreign language for unrestricted admission.

Section 5 Work-Based Learning Program

This program is established to provide senior students with an opportunity to experience career related skills. The seniors who take advantage of this privilege are expected to be responsible, productive students on the job and in the community. If students do not act responsibly and engage in conduct or behavior that reflects poorly on Howells-Dodge Public School they may lose this privilege. Senior students interested in applying for this program should see the principal or guidance counselor for more information.

Section 6 Promotion, Retention

The professional staff at Howells-Dodge Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Although attendance will not be the sole determinant as to whether or not a student will be promoted to the next grade, it will play an important role. Considered along with attendance will be the student's progress and achievement in class. A student's prompt and conscientious completion of make up work will also be important in looking at a student's record. Students who do not perform to their capabilities may be retained. The following rules will be utilized:

1. At the end of the first semester, a letter will be sent to the parents of the students failing a core subject. (This includes Social Studies, English-Literature, Science and Mathematics.) This letter will indicate possible retaking of that course.
2. At this time, the counselor will sit down with the student to inform him/her of what is taking place.

Section 7 Summer School

Summer school classes will be offered by Howells-Dodge Public School for a number of subject areas. Secondary students who have failed a class will have the opportunity to make up credit

for that class by repeating the class in the summer in an alternative learning environment. The first session of summer school will begin on or about June 1st and will last approximately 5 weeks. If a 2nd session is needed, it will begin after July 4th and also last approximately 5 weeks. Junior High students who have failed a semester of a core subject (Social Studies, English, Math, or Science) will be required to take summer school to make up credits in that class before advancing to the next grade level. The cost and specific times of summer school classes will be set on a yearly basis by the administration. The cost will be the responsibility of the student or student's family, and will not exceed \$75.00 per class.

Section 8 Graduation/Commencement Exercises/Honors

All seniors receiving a diploma must have completed all requirements as established by the School Board in order to be allowed to participate in graduation/commencement exercises.

The following recognition will be made during graduation exercises:

The Valedictorian shall be the graduating senior having the highest scholastic GPA. The Salutatorian shall be the senior having the second highest scholastic GPA.

Section 9 Registration and Scheduling

In order to provide sufficient supplies and determine teacher assignments, students will register in the spring for the following year. Both students and parents should give careful consideration of the selection of classes. In making your choice keep in mind four things:

1. Fulfillment of graduation requirements
2. A high school program as broad and beneficial as possible
3. Vocational plans for the future
4. College entrance requirements

All students are required to register for at least 7 class periods each day, unless otherwise directed by the Principal. Students should always make sure required courses have been completed. Double check with your counselor should you have any questions.

Section 10 Schedule Changes

Students needing schedule changes should notify the Principal. The teachers involved, the Principal or Guidance Counselor, and students' parents must initiate schedule changes. If scheduling allows, students may be allowed to add classes to their schedule for a few days after the semester begins. After this time, additions will not be made without an exceptionally good reason for the add. All adds must have the signature of the parent, instructor, counselor and Principal.

Students may be allowed to drop classes for a period of one-week following the start of the semester provided they are in eight (8) classes. All requests for drops must state a reason for the drop and parent, instructor, counselor and Principal signatures. After this time, any student who is dropped or removed from a class will receive a grade of "F" for the class unless otherwise

directed by the Principal.

The Principal will make final approval of all schedule changes.

Section 11 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature (Progress Report) or work which needs improving (Deficiency Report). These reports will be sent as the teacher determines.

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

Section 12 Report Cards

Parents and students are able to access grades electronically via Power School. Numeric grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students who receive incomplete grades in a class for a semester will meet with the teacher to establish what work must be completed to receive credit in the class. Also, the teacher and student will decide on the deadline for completion of this work. (Maximum of 9 weeks for first semester work and two weeks after school for the second semester credits.) These arrangements are to be put in writing and given to the student, parent, teacher, counselor and Principal. All work is to be completed by the deadline or the student receives a failure and no credits for the semester.

Section 13 Parent-Teacher Conferences

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

Section 14 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st and 2nd semesters. Students will be recognized accordingly:

The Honor Roll is divided into two parts. Those students who have accumulated a GPA greater than or equal to 96.5% and do not have any grades below 93.5% will be named to the High Honor Roll. Those students maintaining a GPA greater than or equal to 93.5% and less than 96.4% are considered to be on the Honor Roll.

The High Honor Roll and Honor Roll will be published each semester.

Section 15 Semester Testing

Semester tests will take place during the last two or three days of each semester. All students will be required to take semester tests at the conclusion of the first semester based on the requirements of their classroom teachers. Students may earn the opportunity to opt out of second

semester tests by displaying exceptional citizenship and academic ability. An exemption from taking the semester tests is based upon a student's performance in academics during the semester, and attendance and behavior throughout the year. A total of 11 points per class is needed to be exempt from testing in that period. There are No semester tests for junior high students. The classroom teacher will determine semester test policy.

The following scales will be used to determine an exemption:

ATTENDANCE

0-1 Absences	5 points
2 Absences	4 points
3 Absences	3 points
4 Absences	2 points
5 Absences	1 point
6 Absences	0 points

Exempt from the absence count will be any verified counseling appointments. There must be a note from the medical clinic on file.

Also exempt will be up to three medical absences (not including verified counseling appointments) with a medical note per semester. Only the first two days of this illness or injury would count in the absence total. Medical notes must be filed in the office within 2 days of students return to school. (After 2 days the medical notes will not be allowed for those absences.)

Absences would be tallied one week prior to the beginning date of semester tests. Additional absences after that date would still count and be added as the absences occur. Students can also become exempt from semester test taking at any point prior to the test.

An absence from class is determined by missing over 20 minutes of that class. Every third tardy to a class in one semester will also be considered an absence for the purpose of this policy. Any unexcused absence will automatically require the student to test in that period.

ACADEMIC PERFORMANCE

93.5-100	= 5 points
86.5-93.4	= 3 points
76.5-86.4	= 1 points
70.0-76.4	= 0 points

Grade averages will be obtained one week prior to the testing date. Grade average changes will all be considered after this date—provided the information is relayed to the office.

BEHAVIOR (BASED UPON DETENTIONS)

0 Detentions	5 points
1 detention	4 points
2 detentions	3 points

3 detentions	2 points
4 detentions	1 point
5 or more detentions	0 points

Students having an In-School or Out-of-School Suspension will take semester tests.

Section 16 National Honor Society:

The National Honor Society chapter of Howells-Dodge Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council who are appointed by the Principal.

Students in the 11th or 12th grades are eligible for membership

1. The candidate must be in attendance at Howells-Dodge Public Schools the equivalent of one semester. (The Faculty Council may waive the semester regulation)
2. A student must have a cumulative grade point average of 92%.
3. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.
4. The faculty council evaluates candidates' character, leadership and service activities. Student Activity Information Forms are carefully reviewed by the Faculty Council. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Once notified of their selection, new members are required to maintain the same (or better) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects(s). Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Faculty Council upon a determination by the Faculty Council that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

- 2 Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Faculty Council's decision to the Principal by giving written notice of appeal to the Principal within ten calendar days of receipt of the Faculty Council's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's decision regarding the appeal. The decision of the Superintendent on the appeal shall be final.

Article 6 - Support Services

Section 1 Special Education Identification And Placement Procedures:

What Does Special Education Mean?

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

How are Students With Disabilities Identified?

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

Students Who May Benefit

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

Independent Evaluation

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

Re-evaluation

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

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services, which will be provided, by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

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

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

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational

environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. A team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities will make determination of a student's educational placement. Team members know the available programs and services, which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

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

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

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

Nonpublic School Students

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

Parental Review of Programs

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

Plans and Budget

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

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

Section 2 Guidance Services:

As an integral part of the total program, guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending Howells-Dodge Public Schools. The services are designed to assist students in developing their individual potentials and to assist school personnel, parents, and the community in providing opportunities for students to obtain education best suited to their potential and goals.

These basic services include:

1. Individual and group counseling
2. Educational and occupational planning
3. Pupil appraisal
4. College and job placement
5. Parent and staff conferences
6. Referrals
7. Follow-up and local research
8. Student registration and scheduling

The counseling department is organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet their interests and learning capacities, and to aid in becoming increasingly and wisely self-directed individuals.

The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may use the services provided by the counselor for aid or advice on whatever problem occurs or any faculty member may refer a student to this department for necessary aid and advice.

If a student is seeking the help from a school counselor, arrangements should be made with the teacher to make an appointment with the counselor for a conference. Most conferences should be scheduled during a study hall period if possible. Conferences may also be scheduled before school and after school.

Section 2.1 Scholarships

Seniors are eligible for scholarships, which are offered by colleges, universities, trade and technical schools, and many local organizations. For more information about scholarships, such as eligibility requirements and application forms see your counselor as soon as possible.

Section 2.2 Student Records

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives

you, if you are “an eligible student,” or your parent or guardian if you are not, certain rights regarding your education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school. The law requires that schools receiving Federal Funds must:

1. Allow the parents or eligible student to review and inspect the student’s record. This rule does not apply to records made and kept by one person, such as psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their right under this law.

Howells-Dodge Public Schools does not release any student information without the prior consent of the student and/or their parents. Likewise, student lists are not released to any persons or groups unless those listed are used for honor rolls, sports, or play programs. These lists are then released to the public. Should any parent or eligible student wish to have his name deleted from these types of lists, they should contact the Principal’s office.

Section 2.3 Testing

Included in the testing program at Howells-Dodge Public Schools are measures of mental ability, interest, and achievement. The value of these tests is the objective information they provide in regard to student progress and in identifying student strengths and weaknesses. These test results are summarized and may be interpreted to student and parents in order that a realistic and effective program of courses and activities may be arranged to meet student needs.

Since these tests are very important in planning an academic program for each student, along with identifying individual ability and achievement, students grades 7 – 11 will be required to complete those test administered by the Howells-Dodge school district. Students missing school on the days tests are administered may be required to schedule extra time before, after school, or during study hall to complete these. Students should make every effort possible to attend school on those days tests are administered.

Grades 3-8, 11 NeSA Reading, Math

Grades 5, 8, 11 NeSA Writing, Science Tests

Grades K-11 take the NWEA MAPS test

Grade 10 and 12 also take the (ASVAB) Armed Service vocational Aptitude Battery.

Those eleventh grade students planning to attend college are encouraged to take the PSAT/NMSQT in the fall and the ACT (College Entrance Exam) in the spring.

Grade 11 and 12 students are encouraged to take the ACT as needed for college entrance.

All students 7 –12 have access to the Nebraska Career Information System (NCIS), a program designed to inform about career choices. Interest inventories and career assessment tests are given during career education units or upon request of a student.

Important testing dates will be made available through the Jaguar Bulletin, student bulletins and the Guidance Office bulletin board. Test scores are attached to each student's transcript.

Section 2.4 Transcript

The transcript of a student's credits will be sent, on request and authorization, to colleges, technical schools, or any other authorized institution through the counselor's office.

Section 2.5 Checkout/Transferring

Any student leaving school permanently must obtain a checkout sheet from the Principal's office. Each teacher involved when all books and materials have been returned will sign this sheet. It will also indicate that the student's locker has been cleaned and checked, and it will show that all fines and assessments have been paid. This sheet will be returned to the Principal's office upon completion of checking out.

When transferring to another school, parents or guardian are to inform the school in writing of such intentions. This should be done a day or two before you wish to leave so that proper check out procedures can be followed. Requests for transcripts by the new school will be honored when a parental permission slip has been signed and the student has completed all check out procedures.

Section 2.6 Visiting Post-Secondary School

Students who wish to make campus visits are encouraged to make arrangements through the counseling office. The following procedure should be used for campus visits:

1. See the counselor to arrange an appointment to the school to be visited.
2. Transportation for college visits will be the responsibility of the parent/guardian and the student.
3. Those college visits that are not arranged through the counselor will be counted as days absent.
4. Seniors and juniors are allowed no more than two excused absences for the purpose of college visits.
5. College Visit Forms are available in the counselor's office upon request.

Section 3 Health Services:

Section 3.1 Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by school personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's emergency medical information so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Section 3.2 Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, parents should notify the Principal's office when a student is on medication and should note any possible side effects. All medications to be taken during the school day are to be reported to the Principal's office for review. Students are not to keep medication in their locker unless the Principal has granted permission. A note of parent permission for the student to have the medication should accompany all medication. Prescription medications should be in a prescription bottle properly labeled with the student's name, the name and dosage of the medication as well as instructions for administration. Over-the-counter medication should also be in the original container and have the student's name on the container.

Medicine, including non-prescription medications, will only be administered to students with the permission of the student's parent/guardian and under the supervision of the school staff. Written permission is required. Medication that is not in an appropriate container labeled with the above information will not be given.

** If the medication is a controlled substance, the Principal reserves the right to keep the medication locked up in the Principal's office.

** The school will not provide aspirin, ibuprofen, tylenol, cough drops, etc for students. All medications must come from home.

Section 3.3 School Health Screening

Evidence of a visual evaluation (for school year 2010-2011 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Section 3.4 Physical Examination

Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner

grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

Sports physicals are **mandatory** for any student to participate in the sport of his/her choice. Physical forms may be obtained from the Principal's office.

Section 3.5 Immunizations

Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3). On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an a cellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Section 3.6 Birth Certificate Requirements

A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

Section 3.7 Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent home from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the school office.

Section 3.8 Contagious or Infectious Diseases

Students showing any signs or symptoms of a contagious or infectious disease are required by law to be sent home immediately or as soon as safe and proper conveyance can be found (NDE Rule 55).

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

Article 7 - Drugs, Alcohol and Tobacco

Drug and Substance Use and Prevention

Drug-Free Schools

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

Education and Prevention

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

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. 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 receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING Howells Dodge Consolidated School District HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND

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

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

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

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

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

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

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

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

Disciplinary Sanctions

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

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

Intervention

The Howells Dodge Consolidated School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school

shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

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

Section 1 Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Howells-Dodge Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Howells-Dodge Consolidated Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE HOWELLS-DODGE PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Generally, student cooperation and conduct determine the number and nature of school rules, policies, and procedures. The school personnel make only those policies that are necessary for productive learning environment. No more is demanded of a pupil than that they conduct themselves in a respectable and cooperative manner, be considerate of other's rights, and make the best use of the educational opportunities available to them.

The following rules and regulations are designed to establish order and to protect all members of the educational community in the exercise of their rights and responsibilities on school grounds or during an educational event or function off the school grounds. These statements are outlined for uniform understanding of the practices and procedures used in Howells-Dodge Public Schools. Setting and enforcing rules for appropriate student conduct shall be the responsibility of the Superintendent. He/she may delegate such authority to the principal, faculty and as appropriate, other school employees, but shall ensure that rules and enforcement measures are reasonable.

In addition to disciplinary procedures prescribed by the Student Discipline Act, certain disciplinary procedures may be permitted under the common law of the State of Nebraska. This means that certain behavior, whether they occur on school property or off, whether at a school function or not, may have a "school nexus." Under such circumstances and if authorized by the common law, the District reserves the right to undertake disciplinary proceeding against a student under such circumstances.

Students are subject to discipline by any school personnel at all times including all activities involving the school.

Administrative actions shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the education process. Such

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actions may include but are not limited to:

1. Counseling students and conferring with parents as appropriate.
2. Detention before or after school or during recess periods.
3. Requirements to revise assignments or prepare additional assignments.
4. Restriction of co-curricular activities.
5. School service hours. (School service hours will be served before school, after school, on Saturdays, or on any other days when school is not in session.)
6. Isolation and in-school suspension. In-school suspension does not involve the loss of education benefits since the student is assigned to a location within the school and provided with academic activities. Therefore the procedures described below do not apply to in-school suspension.
7. Recommendation for professional counseling.
8. Logical consequences of the initial behavior such as repairing or reimbursing the cost of damaged items.

Each teacher will deal with minor infractions based upon their classroom rules and procedures. These rules are established for the orderly conduct of all students. Staff members are expected to correct students who exhibit inappropriate behaviors. Each teacher will keep a record of these infractions for their personal use in working with that student. Disciplinary action may include detentions, suspensions, writing assignments, cleaning school facilities, forfeiture of school privileges or other reasonable actions that the teachers and administrators deem appropriate. If minor infractions continue to be a problem the student may be referred to the Principal.

Teachers may remove students from class or study hall for disciplinary consideration on a short-term basis pending a conference with the Principal or Superintendent. The first time a student is removed, the student, teacher, and Principal discuss the incidents. The second time parents will also be included in the discussion. If a student must be removed a third time, he/she may be suspended from the class for one to five days. Other appropriate disciplinary procedures may follow. The student shall be accompanied immediately to an administrator's office.

Insubordination is cause for suspension from school. Students must also distinguish between "giving their views" on a matter and "talking back" when discussing a problem with school personnel.

Long-only an administrator shall make term or permanent re-assignment of a student.

Individual records are maintained on disciplinary actions that are turned into the Principal. Parents are notified when it is appropriate.

Corporal punishment of students is prohibited in the Howells-Dodge Public schools and by state law. However, nothing in this policy shall prevent the reasonable use of force by employees to prevent a student from injuring himself/herself or others or remove from the scene a student

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whose behavior presents a danger to himself/herself, others, or the orderly functioning of the school. All incidents involving the use of force are to be reported in writing to the Superintendent within 24 hours of their occurrence.

The use of physical activity, such as exercises, as a punishment is also prohibited. However, this statement shall not be interpreted to limit non-punitive conditioning in athletics.

Teachers and Administrator are encouraged to make maximum use of parental support in maintaining discipline and an effective learning environment. Frequent conferences and contacts on both positive and negative behavior are appropriate.

Part 1 Forms of School Discipline

Detention Policy

1. Students who are given a detention must serve the time either on the day of the infraction or on the following school day. The teacher determines which day at the time the detention is given.
2. A detention obligation takes precedence over all other student activities (meeting, practices, teacher appointments, pep rallies, etc.).
3. Students must report to the detention immediately after school and remain there until dismissed.
4. Detention time will generally be from 7:40 a.m. to 8:10 a.m. and 3:45 p.m. to 4:15 p.m.
5. Students not there by 7:40 a.m. or 3:45 p.m. may be considered absent from detention and additional detentions will be assigned.
6. Students will not be allowed to sleep, engage in disruptive behavior, and leave the detention room for any reason, or converse with others in the room.
7. Students are to sit in their assigned seats.
8. Students must bring schoolwork to detention and must be working on school assignments or detention assignments. No other material will be allowed. If students do not have enough to work on the detention supervisor will give assignments that will be due before leaving school.
9. Failure to comply with these rules will result in further detentions or suspensions.

In-School Suspension

The Principal for serious or repeated policy violations may give students an in-school suspension. This means that on the days designated:

1. Students will not be allowed to attend classes or study halls, but are to remain in the room designated by the Principal from 8:15 a.m. to 3:45 p.m.
2. Assignments for the classes the students are missing will be brought to the suspension room.
3. Students must bring only class related materials to the suspension room and are to be working on school assignments or those arranged by the Principal.
4. The Principal will arrange lunch break.

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5. Students must request to use the restroom through the Principal’s Office.
6. Students are not to be in contact with other students during the school day.

If a student receives five (5) detentions from individual referrals due to misconduct or failure to serve his/her detentions, on the 5th detention received he/she may be issued the following discipline:

1st offense – one-day in-school suspension

2nd offense – three-day out-of-school suspension

3rd offense – five-day out-of-school suspension

4th offense – may request expulsion for remainder of the semester.

School Service Hours

The student will be issued community service work for the school. This work can be completed before school, after school and/or on Saturdays.

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

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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.

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.

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 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 Howells-Dodge student handbook.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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.

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3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, Principal or another school representative assigned by the Principal, and the representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline:

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

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disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part 2 Student Conduct:

Students 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.

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of

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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. 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

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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.

For the purposes of this policy firearms shall mean any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon (under the definition a firearm would include but not be limited to:

1. Handguns
2. Rifles
3. Shotguns
4. Spud guns
5. Paint guns
6. Starter pistols
7. Pellet guns
8. "Zip" guns
9. Air Soft Guns, etc.

Confiscation

- c. Any firearm possessed in violation of this offense (i) in a school, (ii) on school grounds, (iii) in a school owned vehicle, or (iv) at a school sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or

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teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practical.

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

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

Additional Student Conduct Rules:

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

Student Appearance

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

- a. Clothing or jewelry that is gang related, advertises beer, alcohol, tobacco, or illegal drugs.
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, halter tops, sagging pants, tank tops, 1/2 shirts, see-through clothing, biker shorts), or clothing that is too tight (no yoga pants), revealing, or baggy (no pajama pants or tops), or tops or 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.

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- c. 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).
- d. Head wear including hats, caps, bandannas, and scarves.
- e. **Any clothing, belts or jewelry which exhibits nudity, promotes drug or alcohol use, makes sexual references, carries double meanings or is in any way obscene or in bad taste (Big-Johnson T-shirts, Co-Ed Naked Apparel, profanity, or nudity on apparel);**
- f. Shoes are required at all times;
- g. Shorts, skirts, or skorts that do not reach mid-thigh or longer. After November 1st shorts will not be allowed in the elementary.
- h. Any old, new or current style of dress that brings and draws unnecessary attention to you or causes disruption within the school or classroom will not be permitted.

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 Principal or Superintendent will make the final decision regarding attire and grooming. 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 may 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 disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

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.

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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):

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before the instructor distributes these for student use. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” test, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except when expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- (4) Use of Other Student to Take Test: Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day or a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

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

- (1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (2) Re-use of One’s Own Papers: Using a substantial portion of a piece or work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (3) Assistance from Others: Having another person assist with the paper to such

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an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

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

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

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

(2) “Plagiarism” means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an ideas or work derived from an existing source without full and proper credit to the source or 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 level meeting minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the

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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.

Dating Violence Protection:

The board prohibits behavior that has a negative impact on student, health, welfare, safety, and the school’s learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

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

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Harassment and Bullying Policy:

One of the missions of Howells-Dodge Public School district is to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies to and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under

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the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

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

1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:15 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. the morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:15 p.m.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the

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student at the end of the passing period. The student will then have three minutes to get to his/her next class.

3. Level III: This is a long-term assignment. The guidelines are listed below.
 - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Public Displays of Affection:

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

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students may serve in-school suspension for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

Specific Rule Items:

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

- a. Students in the hallway during class time without proper permission.
- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.
- d. The teacher ends classes. 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.
- e. Students are to be in the room and ready for class on the tardy bell.
- f. 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 you by that teacher which must be followed.
- g. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) MP3 players, b) cell phones, c) beepers, d) laser pointers, and e) electronic games.
- h. Snow handling is prohibited.

22. Network, E-Mail, Internet and Other Computer Use Rules:

- (a) General Rules:

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- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
 - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
 - (vi) Computers are to be used for educational purposes only. Students are not allowed to play games, “blog”, or journal on the Internet, if not for specific educational purposes.
 - (vii) Students are not allowed to use e-mail during the regular school day except under special circumstances. No one should be in the computer lab unless supervised by a teacher.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

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- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.

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- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages that violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) The network administrators or teachers may establish other rules from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Part 3 Reporting Student Law Violations:

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

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provide the peace officer with the address and telephone number of the minor's parents or guardian.

- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Howells-Dodge Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) 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 that significantly threatens the health or safety of students or other persons, and such other offenses that are required by law to be reported.

Part 4 Due Process Procedure

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.

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- (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed,

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give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Howells-Dodge Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative shall attend the hearing. 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. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice

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to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to

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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 that require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

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Section 1 Co-Curricular programs:

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

Section 2 Activity Philosophy:

Activities are considered an integral part of the school's program of education that provides experiences that will help boys and girls develop physically, mentally and emotionally. For the purpose of this policy activities shall be defined to mean all school sponsored activities athletic as well non-athletic (i.e. school dances, student council activities, FFA, FCCLA, homecoming, prom) activities.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to

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the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program that 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 activities, in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the coach/sponsor. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

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

Section 3 Activities

Sponsors and Organizations

Each student organization in the school organizes after sponsors have been assigned. Utmost care must be exercised in the selection of officers, since efficiency, not popularity, is the quality needed.

Meetings will be scheduled when requested by the president with the approval of the sponsors. Permission must also be secured for the Principal to facilitate scheduling. All major activities must be placed on the school calendar at the beginning of the year or at least a month in advance of the event so they may be included in the Jaguar Bulletin. Early posting of dates will help avoid conflicts and ensure dates desirable for your group.

Class sponsors must be in attendance at all class meetings. The actions of the organizations must meet with the approval of the sponsor and the administration of the school before adoption.

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The school reserves the right to supervise, regulate or disband any school organization.

Activity Accounts

All organization monies are deposited in the office and a receipt is given for each deposit.

Withdrawals are made by check authorized by the treasurer and sponsor of the organization. A

certified accountant audits activity accounts each year.

All monies taken in for activities or other events must be turned in to the office each day.

Organizations taking part in moneymaking projects must report and balance their books each week. All projects must have approval of the office.

In case of a family loss, any memorial donations or gift sent on behalf of an organization must be approved by the Administration.

Art

The art department enters several contests each year. Each year the department recognizes those students that promote and do well in art.

Banquet and Prom

The juniors entertain the seniors at a banquet held in the spring of the year. A public prom may be held to conclude the evening's formal activities.

The junior class selects waiters and waitresses from the eligible sophomore students. To be eligible, students must maintain a cumulative semester average of 80%. Sophomores that have already been selected to be a waiter or waitress may be replaced if grades, conduct or improper

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actions change their eligibility status. The number of waiters and waitresses is dependent upon on the size of the banquet. The junior class sponsors and the administration determine this number.

All out of town dates must be signed up in the office by specified deadline. In order to sign up an out of town date, students must complete the Date Information sheet as adopted by the Board of Education. Those forms may be picked up in the office and returned to the principal by the designated date. No dates shall be over the age of 20. Junior High Dances will have no dates over the age of 15.

Dance Team

The purpose of the Howells-Dodge High Dance Team is to promote spirit and support for the Howells-Dodge High Varsity Athletics.

Future Farmers of America

FFA is a National organization of youth studying vocational agriculture in high school. The primary purpose of FFA is the development of leadership, the advancement of agriculture and the individual growth of the members.

Activities include contests ranging from livestock judging, meats and soils judging, public speaking, community service projects, state and national conventions, and educational tours. There are four degrees of active membership with awards offered for excellence at each level. Membership may be retained beyond high school graduation.

Family, Career & Community Leaders of America

Family, Career & Community Leaders of America is a leadership organization for all high school students. FCCLA is dedicated to the improvement of individual, family, and community life. To become a member one must be presently taking or have taken one semester of family & consumer sciences (junior high family & consumer sciences are acceptable). Activities include monthly meetings, district leadership conference, state leadership conference, district and state STAR events, moneymaking projects, special projects, community service and committee work. Dues are as voted by the members. One may join at any time during the school year.

Homecoming

The Student Council organizes the decorations for the activities.

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A homecoming dance will be held.

All out of town dates must be signed up in the office by specified deadline. In order to sign up an out of town date, students must complete the Date Information sheet as adopted by the Board of Education. Those forms may be picked up in the office and returned to the principal by the designated date. No dates shall be over the age of 20.

Music

The Music Department provides an opportunity in both instrumental and vocal music to participate in large group, small group and individual music. Both vocal and instrument music concerts are held periodically during the school year.

Play Production

Students in grades 9-12 can participate in play production in cast, crew, or both areas. Fall and spring all-school plays are presented in public performances.

The contest Play Production is a competition organized and sanctioned by the NSAA and presented in the fall of the school year. Students in grades 9-12 can participate in cast, crew, or both. This competitive play is presented in a East Husker Conference contest and NSAA-sponsored district and state competitions are also held.

Pep Rallies

Throughout the fall and winter sports season, several pep rallies are held for the purpose of creating a proper atmosphere for athletic games. Yells, songs, skits, etc should encourage the student body to support the team, attend the game and inspire the team to do its best.

All preparation for these rallies will be made outside class time and after school hours. The starting times will be posted in the school bulletin.

Student Council

The Student Council represents the student body in affairs where opinions and decision of

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students are appropriate. The strength of the organization depends on the class representatives.

The purpose of the Student Council is to:

1. Promote better relations between students and faculty
2. Promote better relations between students and community
3. Promote better feelings among students
4. Afford training in citizenship
5. Ensure sincere respect for law and order
6. Provide an opportunity for student participation in decision making

Students interested in being on the Student Council must sign up with the sponsor prior to the elections. From this list the student body will vote for council members. Depending on the number of students signed up, there may or may not be elections.

Yearbook

The yearbook staff produces a yearbook, which features all students, highlights, and activities of the school for the year. Members of the yearbook class take photos, sell advertising, sell yearbooks, design and create yearbook pages on the computers. Yearbook is open to high school students each year.

Section 4 Athletics

Fall Sports

The fall season generally begins on the third Monday preceding the first Friday in September and close with state finals.

Football – A complete football program is offered. It consists of varsity, reserve and junior high programs with all levels of competition playing an interscholastic schedule.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Volleyball – A complete volleyball program is offered. It consists of varsity, reserve, freshmen and junior high competition.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

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Varsity lettering is subject to the discretion of the head coach.

Softball – A complete softball program is offered as a co-op sport with Schuyler High School.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Winter Sports

The winter season generally begins on the 2nd Monday in November and closes with the State Tournaments.

Boys' Basketball - A complete basketball program is offered. It consists of varsity, reserve, freshmen and junior high competition. The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension. Varsity lettering is subject to the discretion of the head coach.

Girls' Basketball - A complete basketball program is offered. It consists of varsity, reserve, freshmen and junior high competition. The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension. Varsity lettering is subject to the discretion of the head coach.

Wrestling - A complete basketball program is offered. It consists of varsity, reserve, and junior high competition. The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension. Varsity lettering is subject to the discretion of the head coach.

Spring Sports

Boys' Track – A complete track program is offered. It consists of varsity and junior high programs with all squads competing in an interscholastic schedule.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Girls' Track – A complete track program is offered. It consists of varsity and junior high

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programs with all squads competing in an interscholastic schedule.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Golf – A junior varsity and varsity golf program is offered. It consists of varsity and JV programs with both squads competing in an interscholastic schedule.

The head gold coach shall retain the right to discipline a student in any reasonable matter, including suspension. Varsity lettering is subject to the discretion of the head coach.

To be eligible for a varsity letter, an athlete must:

If the above conditions for a letter are not met, a letter may be awarded at the discretion of the coach based on one or all of the following: effort, attitude, cooperation, and leadership.

Activity Letter and Award Procedures

Letters may be earned for the following activities on the high school varsity level: band, dramatics, speech, volleyball, football, wrestling, basketball, track and academics.

When lettering in any activity:

1. A monogrammed “HD” is awarded the first time a student letters.
2. The first time a student earns a letter in an activity, he/she will receive a charm and bar corresponding to the activity.
3. After the student receives a charm for an activity, a bar will be awarded for subsequent lettering in that activity.
4. Only one activity certificate will be awarded per student per year, indicating those activities in which the student has lettered or participated.
5. At the end of the senior year, senior letterpersons will receive special monogrammed letters that indicate all activities lettered in during high school. To be eligible for a senior letter, a student must have participated in at least one activity during the senior year.
6. Each high school student, who participates in but does not receive a letter in an activity, will receive a certificate showing the activities participated in for that year.
7. Sponsors of each organization are responsible for developing guidelines for lettering in their respective activities and have these on file with the Principal.

Section 5 Activity Code of Conduct

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

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Co-curricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other

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participation in co-curricular activities and competitions are set forth below. The head coach or sponsor shall retain the right to assess penalties for violations of any reasonable rules established by the head coach or sponsor. Penalties for violations shall be assessed by the head coach or sponsor and may include suspension from the activity. Decisions of the coach and sponsor in enforcing these rules may be appealed to the Principal and thereafter to the Superintendent. In becoming familiar with the conduct rules for co-curricular activities, participants need to remember that they are representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

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

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

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

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

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- ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term “under the influence” for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.)
 9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
 10. Truancy or failure to attend assigned classes or assigned activities.
 11. Tardiness to school, assigned classes or assigned activities.
 12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
 13. Public indecency.
 14. Repeated violation of any of the rules adopted by the school district or the school.
 15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
 16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
 17. Willfully violating the behavioral expectations for those students riding Howells Public Schools buses.
 18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
 19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
 20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
 22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.

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

Drug and alcohol violations:

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

1. First Violation –
 - a. If the student self reports (admits violating the Code of Conduct to appropriate school administrators within 72 hours after the incident), the student will be suspended from extra-curricular activities for 5 consecutive school days and required to do 7 hours of school service. The suspension will remain in effect for the 5 consecutive school days or until the school service hours are completed, whichever is longer.
 - b. If the student fails to self-report, the student will be suspended from extra-curricular activities for 10 consecutive school days and required to do 10 hours of school service. The suspension will remain in effect for the 10 consecutive school days or until the school service hours are completed, whichever is longer.
 - c. The student will no longer be considered an activity participant in good standing. After the student completes the sanctions mentioned in (a) or (b) above to the Activities Director's satisfaction, the student will then earn back their good standing.
 - d. Guidelines or Rules may be increased at coaches/sponsors discretion (see coaches/sponsors rules and guidelines per activity)
2. Second Violation (in the same school year)-
 - a. If the student self reports (admits violating the Code of Conduct to appropriate school administrators within 72 hours after the incident), the student will be suspended from extra-curricular activities for 15 consecutive school days and required to do 15 hours of school service. The suspension will remain in effect for the 15 consecutive school days or until the school service hours are completed, whichever is longer.
 - b. If the student fails to self-report the student will be suspended from extra-curricular activities for 20 consecutive school days and required to do 20 hours of school service. The suspension will remain in effect for the 20 consecutive school days or until the school service hours are completed, whichever is longer.
 - c. The student will no longer be considered an activity participant in good standing. After the student completes the sanctions mentioned in (a) or (b) above to the Activities Director's satisfaction, the student will then earn back their good standing.
 - d. Guidelines or Rules may be increased at coaches/sponsors discretion (see coaches/sponsors rules and guidelines per activity)
3. Subsequent Violations – Upon finding of a subsequent violation (within the same school year) the student will be suspended from all co-curricular activities for the remainder of the school year.

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Procedures for Co-Curricular Discipline

The Principal or the Principal's designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the Howells-Dodge Public Schools Board of Education or the administrative staff of the school may suspend students.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:

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- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent’s designee.
 - ii. The Superintendent or the Superintendent’s designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Attendance and Academics:

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

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
5. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
6. Students must be in attendance by 12:00 PM in order to take part in any school sponsored activity (practice or performance) scheduled that same day, unless the absence has been excused in advance. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing.
7. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will go home ill and then returning to play in the contest later that day.
8. If the activity is scheduled during the school day, the student must be in attendance that part of the day preceding the activity unless the Principal has excused the absence.

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

Section 6 "Team Selection" and "Playing Time":

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this 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.
3. State/National Tournament Participation/Travel.
 - A. Team Sports/Activities (Football, Volleyball, Basketball, Band Choir, etc.)
The number of participants and travel roster shall be consistent with the roster limitations as determined by the Nebraska School Activities Association (NSAA). The addition of students managers (those students who have performed such duties during the course of the regular season) to the roster shall be determined by the coaches and administration based upon the need and/or function of student managers for the respective activity.
 - B. Individual Sports/ Activities (Track, Speech, One-Act, Wrestling, Solos, Duets, Small Groups, FFA, FCCLA, etc.)
The number of participants and travel roster shall be limited to only those students who have met the NSAA or other State Organization (FFA, FCCLA, etc.) qualifying criteria either individually or as a member of a small group.

Section 7 Academic Grade Standard for Activities Participation:

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

1. Have successfully completed 20 hours of class work the previous semester.
 - a. Each Monday an eligibility report is created. If a student's name appears on the failure list for two weeks in succession in two classes the student will be

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- ineligible for participation in any school activity for that week (7 days). Exceptions to this may be granted by the Principal for such items as 1) Participation in competition at district, State or national level, 2) if a student desires to run for district, state or national office, 3) any other activities approved by the Principal.
- b. If a student's name appears on the failure list two weeks in succession in the same class for one or more classes, the student is ineligible to check out of the class for that week of co-curricular activities. Exceptions to this may be granted by the Principal for such items as 1) Participation in competition at district, state or national level, 2) if a student desires to run for district, state or national office, 3) any other activities approved by the Principal.
2. Ability requirements shall not apply to:
 - a. Instructional field trips which are a part of the scheduled course learning experience; and,
 - b. Activities or events, which are a part of the student's grade requirements.

Section 8 Nebraska School Activities Eligibility Rules

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand the summary of these rules listed below or you need an explanation of other requirements, consult the Principal or the Activities Director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 20 hours per week and be regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if 19 years of age before August 1 of the current school year.
5. After a student's initial enrollment in grade 9, he/she shall be ineligible after eight semesters of school attendance.
6. Student must have been enrolled in school the preceding semester.
7. Student must have received 20 semester hours of credit the preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate on an all-star team while a high school undergraduate.
10. A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile,
11. A student is ineligible for 90 days if his/her parents have changed their domicile to another school district and the student has remained in the former school that is in a different school district. (EXCEPTION: If parents have moved after school has started, have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

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Section 9 School Bus Regulations

The school bus activity rules are to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulations for a problem.

1. The sponsor is in full charge of the busload of students. The students shall comply promptly and cheerfully with requests. In the event that the sponsor does not control the students, the driver is directed to speak to the students. If this does not work, the driver is instructed to return immediately to Howells with the load of students.
2. The students must be on time. The bus cannot be detained for those who are tardy.
3. Do not distract the driver at any time when he/she is driving. Unnecessary conversation with the driver is prohibited.
4. Remain seated at all times when the bus is in motion. Unload only when the sponsor instructs you to do so.
5. Students will not throw waste on the floor of the bus or out the windows.
6. Students are to be extremely quiet when traveling in traffic and approaching railroad crossings.
7. Students should not leave the bus from the emergency door except in an emergency.
8. Do not occupy seats in such a manner as to block aisles or close off exit path from rear to front of bus.
9. Everyone who rides the bus to an event must return to school on the bus unless they have a travel release signed by their parents or permission from the Principal.
10. Do not panic if an accident occurs. Remember you are more than 10 times safer than if you were riding in a passenger car.
11. Damage to the bus shall be reported to the driver.
12. Never place any part of your body outside the bus windows.
13. Heed all instructions promptly from the sponsor or person in charge.
14. Treat the bus with respect and dignity – it is your classroom away from school.
15. Drivers are not responsible for personal belongings left on the bus.

It is the activity bus rider's responsibility to know the bus schedule when it is announced. Any student that is in an activity is expected to ride the activity bus. If for some reason the student must ride with his/her parents, then the parents are responsible to contact the activity sponsor and ask for permission. In unusual circumstances, the activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students. No student may drive his own vehicle to or from an activity when participating in that activity. Only Principal can grant any variance from these rules.

Section 10 Student Fees Policy:

The Board of Education of Howells-Dodge Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 8.7.5

The Board of Education realizes some activities may require additional expenditures, which are

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properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fee, specialized or non-specialized attire or equipment shall be required of students outside of this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following shall apply:

1. Extra curricular activities mean student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Post-secondary education costs means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

1. Participation in extracurricular activities;
2. Post-secondary education costs; and
3. Summer or night school.

The Superintendent shall promulgate regulations outlining the purposes for which fees in these

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three areas are collected and shall ensure such fees are spent for those purposes.

The Superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specific courses or activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and,
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within above specified areas of this policy;
2. Any other types of specialized equipment or attire to be provided by all students as specified above;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers of all types of fees;
5. Procedures for the handling of fees for students receiving post-secondary education costs;
6. Procedures for handling fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be filed with the Superintendent of Schools.

This policy shall be reviewed and readopted annually by August 1 at a regular or special meeting of the Board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. This policy shall be published in the student handbook at no cost to each household.

STUDENTS/INSTRUCTIONAL PROGRAM

Student Fees

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the student of families eligible for free or reduced priced meals under the federal Child Nutrition program.

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Waivers must be requested prior to the waiver deadline of September 1. Waivers will not be approved retroactively for fees previously paid of specialized items or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the Superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and the waiver process, as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the student handbook.

Students/Instructional Program

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-After-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

COURSE PROJECT MATERIALS. Students shall be required to furnish materials for projects in the following courses: Vocational Agriculture, Family & Consumer Science, Art, Industrial Technology and any other specific course or class in which the student assumes ownership of the project upon its completion.

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

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Students may apply for waivers of some fees under the district waiver guidelines. The student fee policy and guidelines are published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>MAXIMUM \$ OF FEE</u>
Lunch/Breakfast	<u>TBA annually</u>
Band Uniform cleaning fee	<u>\$5.00</u>
Game Admission Fee (varsity)	<u>\$3.00</u>
Junior-Senior Prom	<u>\$15.00</u>
Class Dues (Grades 9-12)	<u>\$10.00</u>
Summer School Fee	<u>\$75.00 per class</u>

The district may require students to provide such personal and consumable items for extracurricular activities as the following:

- Blank audio or videotapes
- Reeds for musical instruments
- Make-up kits for drama
- Protective mouthpiece for sports

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>ACTIVITY</u>	<u>DESCRIPTION</u>
Dance Team	Performance uniform
FFA	Jacket

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire waived as provided by district policy. All information provided in connection with this application will be kept confidential. The waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT:

Date Completed: _____

Name of Parent or Guardian: _____

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Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student’s family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Administrator signature: _____

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Howells-Dodge Consolidated Schools, and all others who interact with Howells-Dodge Consolidated Schools are hereby notified that the Howells-Dodge Consolidated Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Howells-Dodge Consolidated Schools, Box 159, Howells , NE 68641.

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

Section 3 Anti-discrimination & Harassment Policy:

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

Preventing Harassment and Discrimination of Students.

Purpose: Howells-Dodge Consolidated Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Howells-Dodge Consolidated Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

definitions of what might constitute prohibited harassment.

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

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to

ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Howells-Dodge Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Howells-Dodge Public Schools, the complaint may be processed to the Board of Education.

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

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

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

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

Section 5 Notification of Rights Under FERPA:

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the students seeks or intends to enroll, or where the student has already enrolled so

long as the disclosure is for purposed related to the student's enrollment or transfer.

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

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

NOTICE CONCERNING DIRECTORY INFORMATION

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

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Colfax and Dodge County Sheriff's Departments and the Howells and Dodge Police Chief as the District's "law enforcement units" for purposed of (1) enforcing

any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

The No Child Left Behind Act of 2001 requires Howells-Dodge Consolidated Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Howells-Dodge Consolidated Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Howells-Dodge Consolidated Schools will comply with any such request.

Section 7 Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Howells-Dodge Public Schools will give parents/guardians the following information about their child's classroom teacher:

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

Section 8 Student Privacy Protection Policy:

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

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

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to,

students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

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

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

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

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

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

Section 9 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

Howells-Dodge Condoslidated Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Howells-Dodge Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.

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

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Howells-Dodge Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Howells-Dodge Public Schools to implement programs, activities, and

procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Howells-Dodge Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home

- visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
 4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
 5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent

programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full 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 under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

PARENT/STUDENT/TITLE I COMPACT

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Show respect and support for child, teacher, and school
- Communicate with child and school
- Provide reading time and materials
- Provide place, time and assistance for practicing skills
- Model life-long learning

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- Show respect and pride for self, school, and others
- Demonstrate responsibility by being prepared and completing assignments
- Believe I can and will learn

Title I Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- Communicate expectations clearly
- Believe each student can learn
- Help each student reach full potential
- Provide an environment conducive to learning
- Maintain open lines of communication between school and family

Section 10 Homeless Children and Youth Policy:

This School District will comply with the federal and state law related to homeless students.

A “homeless children” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. Homeless children are identified by school personnel;
 - ii. Homeless children enroll in, and have a full and equal opportunity to succeed in, school;
 - iii. Homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. The parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. Public notice of the educational rights of homeless children is

disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;

- vi. Enrollment disputes are mediated in accordance with law; and
 - vii. The parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
- b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

- c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 - 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 - 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.

- 3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

- 4. Transportation: Transportation will be provided to homeless students to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless

Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.

- c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:
- a. The homeless child and the parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The dispute resolution process is as follows:
 - i. The homeless child and parent/guardian will submit a written dispute statement to the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless 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.
 - iii. The Homeless Coordinator will contact 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.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right appeal using the appeal process provided for in Nebraska Department of Education Rules 19.
 - b. In the event of an enrollment dispute, the homeless child's placement shall be at the school in which 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.

Section 11 School Wellness Policy:

The mission of Howells-Dodge Public Schools is to provide curriculum, instruction, and

experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following Wellness Policy.

1. Goals to Promote Student Wellness

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Assurance for Reimbursable School Meals

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

4. Plan for Measuring Implementation and Designation of Responsible Persons

The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

5. Development of Policy

The District assures that development of the Wellness Policy involved parents, students,

representatives of the District's nutrition services department, the school board, school administrators, and the public.

Section 12 Annual Asbestos Notice:

Current Federal Regulations require all schools to identify and manage asbestos containing materials (ACM) and develop a management plan to identify and control ACM in their buildings.

The presence of asbestos in a building does not mean that the health of the building occupants is necessarily endangered. As long as asbestos-containing material (ACM) remains in good condition and is not disturbed, exposure is unlikely. When building maintenance, repair, renovation, or other activities disturb ACM, or if it is damaged, asbestos fibers are released creating a potential hazard to building occupants.

The plan is now available for inspection to the general public, or any school personnel at the office. For further information, contact Jeff Walburn, 986-1621. The school may charge for copies of the plan. The plan for the Howells-Dodge Consolidated School has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing Surveillance, in accordance with current federal regulations.

Section 13 Howells-Dodge Consolidated School District seeks Children with Special Needs:

The Howells-Dodge School District is looking for unidentified children with special needs as it participates in "Nebraska Childfind". This is an ongoing statewide search for all unserved children with disabilities, birth through age 21.

Children who would benefit from special education services many not be receiving them because parents may not know of available programs or because they do not recognize the handicapping condition of their children.

Special programs are available through public schools for children with disabilities that may pose restrictions on learning. These may include: speech/language; hearing/vision; learning disabilities; mentally handicapped; behavioral disorders; physical, severe, or multiple handicaps. Nebraska law guarantees a free appropriate public education to children.

Parents who feel their children should be receiving special education services are asked to contact Superintendent Jeff Wallburn, at the Howells-Dodge Consolidated School, 986-1621. Nebraska Childfind provides information also through their toll free number 800-742-7594.

**RECEIPT OF 2015-2016 PARENT-STUDENT HANDBOOK
OF HOWELLS-DODGE CONSOLIDATED SCHOOL**

This signed receipt acknowledges receipt of the 2015-2016 Parent-Student Handbook of Howells-Dodge Consolidated School. This receipt acknowledges that it is understood that the

handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge an understanding of the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used in responding to harassment or discrimination.

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

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to the main office by Friday, August 21.

Howells-Dodge Consolidated Publicity Permission Form

Parents and Guardians, as schools and education move further and further into the technological future, there are multiple occasions when student work or pictures of students can be used for display purposes. However, to display student work or pictures requires parental permission. This permission slip covers all written, audio, video and electronic publishing mediums. We are committed as an institution to preserving your child's privacy and security. If

you consent to the usage of your child's work or photograph, please fill out the form below and return it to your child's teacher. Should you have any concerns, please do not hesitate to contact us at the Main Office.

I give my permission to: (Check all that apply/print neatly)

- Include my son/daughter's picture on our webpage (no individual student identification beyond the student's first name or the situation)
- Include my son/daughter's picture on the Internet (publishing of student names will use only the child's first name and last initial)
- Include my son/daughter's picture in a newspaper (a student's first and last name, along with the name of the school will be printed)
- Include my son/daughter's work (writing, artwork, projects, etc.)
- Include my son/daughter's work and/or picture on school social media sites such as Twitter, Facebook, Instagram, and others
- I do not give permission for any of the above

Please complete this form and return it to your child's homeroom teacher. If you have any questions, please call the Main Office of your child's school. Should you wish to change any of the choices below, please contact the Main Office in writing. This permission slip is for the 2015-16 academic year only.

Student's name

grade

Parent's name (printed)

date

Parent's signature

**Howells-Dodge Consolidated Schools/HCCS
PARENT/STUDENT/TEACHER
2015-2016 TITLE I COMPACT**

Howells-Dodge Consolidated Schools agrees to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet state academic achievement standards.

Parent/Caring Adult agreement:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- show respect and support for child, teacher, and school
- communicate with child and school on an on-going basis
- provide reading time and materials
- provide place, time and assistance for practicing skills
- model life-long learning

Parent Signature _____ Date _____

Student agreement:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- show respect and pride for self, school, and others
- demonstrate responsibility by being prepared and completing assignments
- believe I can and will learn

Student Signature _____ Date _____

Title I Teacher agreement:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- communicate expectations clearly
- believe each student can learn
- help each student reach full potential
- provide an environment conducive to learning
- maintain open lines of communication between school and family on an on-going basis

Teacher Signature _____ Date _____