

Holdrege Middle School

2008-2009

Student/Parent Handbook

ACADEMIC PROGRESS POLICY - Students will be encouraged to work to their potential at all times. Students failing classes will receive an “F” on their report card for the classes they fail. Students who fail classes will also be considered for retention in the same grade for the following school year. Each situation will be dealt with individually. Teachers will make personal contact with the parent of any student who is failing and in danger of being retained. Students giving good effort will receive every consideration at grading time. A slip will be sent when a student is failing, near failing, or not doing as well as expected. Slips will also be sent when work is improving or considered exceptional by the teacher.

ACCIDENTS AND ILLNESS AT SCHOOL - Students who become ill or injured at school should ask to see the school nurse. If the school nurse is not available, the office will handle any necessary arrangements. Parents will be contacted by the school nurse or the office if it is necessary for the student to leave the building.

ASSIGNMENT BOOKS - All students are required to keep a class assignment book to keep track of their assignments. The assignment books are available in the school office for a minimal charge to the students. Students wishing to furnish their own assignment book may do so with the approval of the office.

ATTENDANCE PROCEDURES FOR STUDENTS

CHECK-OUTS - Students wishing to check out of school during the school day should follow the procedures listed below:

1. The student must present a signed, parental note to the secretary before school starts in the morning. Phone calls from parents will also be accepted.
2. The student must check out through the office before leaving the school building.
3. Students with emergency situations should see the Principal to make necessary arrangements.
4. Students not checking out in the office may be considered truant.

DAILY ABSENCES - Parents are expected to notify the school each day a student is absent from school. Phone calls on the day of the absence will be expected. If this is not possible, a written note when the student returns to school will be acceptable.

EXCESSIVE ABSENCE - The parents of any student who is absent, for any reason, Ten (10) days from school, will receive a letter from the office. The letter will serve as a reminder of the number of days absent and apprise parents of the possibility that further absences may contribute to their child failing classes or being retained. Parents of students who are absent ten (10) days **per semester** from school may be requested to conference with the principal regarding the student’s absences. Absences of ten or more days a semester may result in a referral to legal authorities.

Attendance During School Day (Dismissals and Field Trips)

Students may not be permitted to leave school prior to the regular dismissal time except by permission of the Principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of any one other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has been first secured. If any police or court official requests the dismissal of a student, the student's parents should be notified as soon as possible.

Field trips or excursions off school grounds must have the approval of the Principal in advance and administrative requirements may be established for such activities.

MAKEUP WORK - Students who are absent for any reason will be given the opportunity to make up missed work on their own initiative. Students will be given a reasonable amount of time to complete makeup work, but it is the student's responsibility to see that all work is completed on time.

TARDIES - Students who report to school after the 8:00 A.M. bell or are late returning from lunch should report to the office before attending their scheduled classes. If the tardy is due to some problem at home or on the way to school, the parent should write an excuse or call the school office. All unexcused tardies will result in Quiet Room assignments.

ATHLETIC PROGRAM - *Athletic competition is offered for 7th and 8th grade students attending the Holdrege Middle School. There will be approximately 4-8 contests with area and conference schools in each of the sports listed below. The school year is divided into four athletic seasons:*

<i>Fall Season.....</i>	<i>Cross Country, Football, and Volleyball</i>
<i>1st Winter Season.....</i>	<i>Girls Basketball and Wrestling</i>
<i>2nd Winter Season.....</i>	<i>Boys Basketball</i>
<i>Spring Season.....</i>	<i>Track</i>

All students who plan to participate in athletics must have a physical examination card filled out and returned to the school office before they will be allowed to practice. The physical forms may be obtained from the school nurse, local doctors' offices, or the Middle School Office. Students participating in athletics must also sign and return the Activities Guidelines sheet, which will be distributed to all students before each season begins, prior to the student practicing.

CHANGE OF ADDRESS OR PHONE NUMBER - *Please notify the school office anytime a student's address or phone number changes during the school year.*

FIRE, TORNADO and OTHER EMERGENCY DRILLS - *Fire and tornado drills will be held periodically and are an important safety precaution. It is important when the signal is given for students to respond promptly and clear the building, or go to the designated area by the prescribed route as quickly as possible. Teachers in each classroom will give the students proper instruction as to the prescribed routes, exits, and designated areas. Other emergency drills which may be practiced include lockdowns, evacuations and alternative site drills. Each of these procedures is designed to create a safer school environment.*

HOME SCHOOLED STUDENTS - *Home schooled students may attend classes and participate in activities offered at the Holdrege Middle School. Home schooled students will be required to meet the same requirements as full time Holdrege Middle School students for*

participation in athletics. Home schooled students will be permitted to attend classes on a space available basis.

HONOR ROLL - *The Holdrege Middle School Honor Roll will be open to 7th and 8th grade students only. There will be one Honor Roll with two levels. All courses, with the exception of study halls and any courses graded Pass/Fail or on the O-S-U grade scale, will count towards the Honor Roll. To qualify for Level 1, Honor Roll with Distinction, a student must earn a minimum of 3.5 on a 4.0 grade scale with no F's or U's. To qualify for Level 2, Honor Roll, a student must earn a minimum of 3.0 on a 4.0 grade scale with no F's or U's. On a 4.0 grade scale, A's = 4.0, B's = 3.0, C's = 2.0, D's = 1.0, and F's = 0.0.*

LOCKERS - *All students will be assigned a hallway locker in which to keep their materials. Lockers will be assigned to students by the office, and are not to be changed without permission from the office. Students are encouraged to keep lockers locked at all times, the school cannot be responsible for items stored in lockers. Valuables, which must be brought to school, should be given to a teacher or the office for safekeeping.*

LUNCH PERIOD - *The lunch period for all middle school students will be closed. This means that students must eat a hot lunch, bring a lunch from home to eat, or go to their own home to eat during the lunch period. Students wishing to go home for lunch must bring a note from their parents to the office. Students will not be permitted to go to any business place or to another student's home for lunch without special permission from the principal. Students eating hot lunch may pay for their lunches in advance or as they go through the lunch line. The middle school is not responsible for lunch collections as the lunch program is independently run, however, lunch tickets may also be purchased from the Middle School Office. There will be NO CHARGING FOR LUNCH. Students must eat a lunch before being able to purchase snack items.*

PHONE MESSAGES - *Students will not be called from class to receive phone calls except in emergency situations. Other messages will be sent to the students at the most convenient and timely manner possible.*

POSTING OF SIGNS OR POSTERS IN THE BUILDING - *All persons wishing to post signs, posters, decorations, or any other item in the Middle School must receive approval from the office first.*

QUIET ROOMS – *In order to help students adjust to the school environment and to develop responsibility and self-discipline, a behavior management program has been developed at the Holdrege Middle School. The Quiet Room is a detention room for students not following school rules. Students violating school rules may be given a Quiet Room slip and they will report on designated days after school. Students may be placed in Quiet Room any violation of school rules including, but not limited to, the following:*

- Disrespect for other students, faculty, and staff*
- Disrespect for school rules or property*
- Gum, candy, sunflower seeds, etc.*
- Running in the halls*
- Tardy less than 5 minutes*
- Tardy more than 5 minutes*

Quiet Rooms will be held each week on Tuesday and Thursday afternoons. Students receiving Quiet Room slips will report to the designated room by 3:30 p.m. and remain until 4:00 p.m. Students arriving late will stay and not receive credit. An office detention or an additional quiet room, may be given to students failing to attend assigned Quiet Rooms. Students attending Quiet Room should bring all necessary materials with them. Talking will not be allowed during Quiet Room unless permission is granted by the Quiet Room Teacher. Students failing to follow these rules will not receive credit for attending the Quiet Room.

If a student receives a Quiet Room on:

Monday	<i>he/she will report on</i>	Tuesday
Tuesday	<i>he/she will report on</i>	Thursday
Wednesday	<i>he/she will report on</i>	Thursday
Thursday	<i>he/she will report on</i>	Tuesday
Friday	<i>he/she will report on</i>	Tuesday

This schedule will allow students to notify parents in advance when they will be required to stay after school.

SCHEDULE CHANGES - *If an error should appear in the student's schedule, it should be reported at the earliest possible time to the Guidance Counselor. If a student wishes to drop or add a subject, he/she should make this request to the Guidance Counselor after consulting with his/her parents and the counselor.*

SKATEBOARDS & SCOOTERS- *Students may bring their skateboards or scooters with them to school but they are not to be ridden on school property. This insures the safety of fellow students.*

Student Acceptable Use Policy

For use of Technology and Related Devices

The Holdrege Public Schools (HPS) has access to and use of the Internet and other technologies as part of the instructional process. This policy promotes the ethical, legal, and educational related use of HPS technology. Students and parents/guardians must sign an Acceptable Use Policy (AUP) before access to the Internet and other technologies will be provided. However, educators may use the Internet and other technologies during class instruction without parental consent. Teachers, library media specialist, and other educators are expected to select appropriate instructional materials and recommend research sources in print or electronic media. Access to the Internet, e-mail and other technologies is a privilege, not a right. Student violations of the AUP may result in the termination of privileges and/or appropriate disciplinary measures and/or liability for any and all damages for replacement of hardware, software, and information.

Technology resources include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, and the Internet. The implementation of this Policy shall include technology protection measures with respect to computers with Internet access, consistent with District standards, the Children's Internet Protection Act and other applicable law.

All information stored or sent on school technologies is school property and should not be considered confidential. School personnel may access it at any time. HPS will be held blameless for any losses or damages that occur out of violations of the AUP. School personnel have the

flexibility to decide what Internet materials are offensive on the basis of students' age and other appropriate standards. The HPS reserves the right to restrict network storage and network bandwidth.

Technology Regulations

- *Students may not share passwords with anyone nor offer Internet or network access to any individual via any HPS account.*
- *Students may not create access, transmit or display racist, sexist, defamatory, illegal, indecent, vulgar, pornographic, obscene, threatening, or sexually explicit materials.*
- *Students may not create access, transmit or display any documents that are abusive, harassing, anonymous, or contain inappropriate or offensive language.*
- *Students may not access, transmit, download computer viruses or other harmful files or programs, or in any way degrade or disrupt any HPS technology system.*
- *Students may not attempt to harm, alter, or destroy any hardware, software or data belonging to the school or another individual.*
- *Students may not store, download, transmit or install software/programs using HPS resources.*
- *Students may not store, download, or transmit files not intended for educational purposes. This includes, but is not limited to: music, video, and graphics files.*
- *Students may not connect or attach any unauthorized technology devices to HPS technology devices.*
- *Students may not gain or attempt to gain unauthorized access to computers, computer networks, or computer files. This includes evading or attempting to evade software (i.e. Internet filtering programs) designed to prevent or monitor inappropriate access to the Internet.*
- *Students should only use copyrighted materials in accordance with educational fair use policies.*
- *Students may not use HPS technologies to plagiarize.*
- *Students may not use instant messaging, chat rooms or other interactive methods of communications unless teacher directed.*
- *Students are prohibited from using HPS resources to access Internet email accounts through third party providers. Only teacher directed e-mail can be used.*
- *Students may not access, copy or transmit another user's messages or data without permission.*
- *Students should not reveal any personal information or that of other students unless a teacher has coordinated the communication.*
- *Students may not use HPS technologies for non-educational uses including, but not limited to games, gambling, wagering, junk mail, chain letters, jokes, commercial or private business activities.*
- *Students should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.*

The Holdrege Public Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. HPS will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. HPS will not be responsible for the accuracy, nature, or quality of information stored on HPS diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Holdrege Public Schools-provided Internet access. HPS will not be responsible for personal property used to access HPS computers or networks or for HPS-provided Internet

access. HPS will not be responsible for unauthorized financial obligations resulting from HPS-provided access to the Internet.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Adopted 6/11/01 Revised July 11, 2005

Communication Devices

Students shall not use communication devices for purposes of transmitting or receiving messages (INCLUDING TEXT MESSAGING and picture phones) in Holdrege Public Schools.

- *Devices must be turned off upon entering the school building and remain off during the school day. High School students may use their devices during lunch.*
- *All devices must be stored in a secure place.*
- *Use of communication devices is banned at all times during the school day and any assigned detention, including but not limited to noon detention, Saturday School, Quiet Room, etc.*
- *Any use of picture phones to transmit personal images or school course evaluation materials will be dealt with as a serious breach of security and disciplined accordingly.*
- *Any violations of these usage policies will result in confiscation. If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Chronic non-compliance shall result in PERMANENT loss of privileges.*
- *The school district accepts no responsibility for use, breakage, theft or loss of these personal items.*

Student Discipline Code

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

1. Short-Term Suspension

a. Students may be excluded by the Principal or designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- (1) Conduct constituting grounds for expulsion as hereinafter set forth; or

- (2) Other violations of rules and standards of behavior adopted by the Holdrege Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
- b. The following process will apply to short-term suspension:
- (1) The Principal or designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - (2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
 - (3) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
 - (4) Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

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

3. Expulsion

- a. Defined. 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 Paragraph 4d, 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.

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

- c. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the director of student services or his/her administrative assistant.

- d. 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 director of student services or 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 director of student

services or 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 shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

- a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.
- (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, or to any student.
 - (6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - (7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
 - (8) Engaging in the selling, using, possessing 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.
 - (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 school rules.
 - (15) Engaging in any unlawful activity as determined by the laws of 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 Holdrege Public Schools buses.
- b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 - c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:
 - (1) 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
 - (2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
 - d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis.
 - e. 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 he/she brings such item to school under the following conditions:
 - (1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.
 - (2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
 - (3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have 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 times as is necessary to fulfill the educational function.
 - (4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

- (5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

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

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

- a. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or 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.
- c. 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:
 - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (2) 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.
 - (3) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (6) A form 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.

- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the Principal has not received a request for hearing within five 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.
- f. 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.
- g. 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.
- h. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

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

- (5) Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Holdrege Public Schools Board of Education at any reasonable time prior to the hearing.
- (6) Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such student's 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 Holdrege Public Schools Board of Education.
- (13) Review by Holdrege Public Schools Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Holdrege Public Schools Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of

Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

B. Special Education - Discipline Actions for Special Education Students

See, Policy 5104.

C. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

D. Law Violations

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

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

E. Attire and Grooming

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

- 1) Clothing with printed wording, pictures, or designs that advertise or promote alcohol, tobacco, or drugs or that carry any derogatory connotations, profanity, or sexual innuendo are prohibited.
- 2) Any gang-related symbol worn, written, carried, displayed, or communicated will not be tolerated.
- 3) Shoes must be worn at all times.
- 4) Two-piece outfits must touch at the waist. Bare midriffs, bare shoulders, tops with open backs, and tops with spaghetti or string straps are not appropriate for school.
- 5) Hats are not to be worn in the school from 7:30 a.m. until dismissal time.
- 6) Tattoos need to be covered and any piercing other than earrings need to be removed during the school day and during attendance at school activities.
- 7) Coats are not to be worn during the school day except for special circumstances approved by your teacher or the administration.
- 8) Faculty members in charge of athletic teams and other student activity programs may require special exceptions to the foregoing guidelines with the permission of the administration. All students shall be expected to follow the regulations set forth by coaches and sponsors if the student is to represent our school.
- 9) Shorts and skirts must be longer than the end of a student's hand fully extended at their side.

The school dress code will be in effect during school hours and school activities unless students are given permission by the Principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. On first offense of a dress code, a student may call home for proper apparel. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

F. Building Entry and Movement

Students involved in special activities before 8:00 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

G. Respect for Persons and Property

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

H. Tobacco/Alcohol and Other Drugs

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any Holdrege Public Schools student is found to be in violation of school policy relating to the possession (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on Holdrege Public Schools property or at other community sites), or when being transported in vehicles dispatched by the school district.

Date of Adoption: April 11, 2005

Guidelines and Procedures for Holdrege Middle School Media Center

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

Media Center Staff: The Holdrege Middle School Media Center has a certified Media Specialist on staff and a Media Assistant.

Certified Media Specialist: Betty Bricker

Media Assistant: Karen Daffer

Student Information

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

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

Overdue Notices: Overdue notices are distributed each Monday to be handed out that day. If students have two items overdue or fines exceeding the maximum fine of one dollar, they will not be allowed to check out additional items until overdue items are returned and fines paid.

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

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

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

Computers:

Laptop Computer Use: Holdrege Middle School has four mobile computer labs available for student use. The teachers schedule the necessary times for use by their classes during the school day. During other times of the day, students shall have use of the laptops, only for school work, and shall be used only under supervision.

Media Center Computers: Media center computers are available for school use by students from 7:30 a.m. to 4:00 p.m..

Alpha Smarts: Alpha Smart computers are available for classroom use or for checkout for one day.

Computer Access Privileges:

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

Internet: Students may access the internet, but access to email is not provided.

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

TIME SCHEDULES FOR CLASSES -

The schedule for 5th grade students will be as follows:

MONDAY - THURSDAY		FRIDAY	
8:00 - 11:25	Classes	8:00 - 11:12	Classes
11:25 - 12:00	Lunch	11:12 - 11:42	Lunch
12:00 - 3:20	Classes	11:42 - 2:00	Classes
3:20	Dismissal	2:00	Dismissal

The schedule for 6th grade students will be as follows:

MONDAY - THURSDAY		FRIDAY	
8:00 - 11:40	Classes	8:00 - 11:25	Classes
11:40 - 12:15	Lunch	11:25 - 11:55	Lunch
12:15 - 3:20	Classes	11:55 - 2:00	Classes
3:20	Dismissal	2:00	Dismissal

The period schedule for 7th and 8th grade students will be as follows:

MONDAY - THURSDAY		FRIDAY	
8:00 - 12:06	Periods 1-5	8:00 - 11:40	Periods 1-5,
12:06 - 12:36	Lunch	11:40 - 12:10	Lunch
12:36 - 3:20	Periods 6-9	12:10 - 2:00	Periods 6-9

The building will open to students each morning at 7:30 A.M.

VALUABLES - *Students should be very cautious about bringing valuables or significant sums of money to school. If it is necessary to bring valuables or money to school, they should be left in the office for safekeeping. Billfolds should be turned in to the teacher or coach prior to the beginning of physical education or athletic practices. Valuables should not be left in lockers or the shower rooms, as the school cannot be liable for lost or stolen articles. Gym shoes and other apparel should be marked for future identification.*

BOOK BAGS- *Book bags have become intrusive devices to the learning environment in the classrooms and between classes. We recognize their value in transporting books and other material to and from school. However, due to their bulkiness, weight, potential for hiding inappropriate material and in our concern for safety and student health, we ask that all book bags be kept in lockers during the school day. Sufficient time will be given between class periods for students to get the needed materials for the next class from their lockers.*

POLICIES ON EQUAL EDUCATION AND EQUAL EMPLOYMENT OPPORTUNITY -

No person(s), on the basis of sex, race, color, religion, marital status, national origin, or handicap, shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the Holdrege School District #44. It is also the policy of the Holdrege Schools to recruit and select for employment the best qualified for each position without regard to race, color, religion, sex, marital status, national origin, handicap, or age.

Any person who wishes to express dissatisfaction with any policy or practice which he or she regards to be discriminatory in regard to race, color, religion, sex, marital status, national origin, or handicap should contact Mrs. Cindy Wendell, Coordinator for the Holdrege Schools.

Holdrege Middle School

Student Name _____ Grade _____

(Please Print)

Directions: After reading the **Student Handbook**, **Student Discipline Code** and **Student Acceptable Use Policy**, please fill out the appropriate portions of the following contract completely and legibly and return this contract to the school office. The signature of a parent or guardian is required for direct Internet access for all students. By signing this contract, you agree to abide by the rules and regulations established therein. Should there ever be a time where you feel that there is a discrepancy in these rules and regulations, you may request a conference with the principal to resolve any of your concerns. This form will be retained on file for the duration of applicable computer/network/Internet use.

Student:

I have received a copy of, and have read the “Student/Parent Handbook”, the “Student Discipline Code” and the “Student Acceptable Use Policy for use of Technology and Related Devices” adopted by the Holdrege Public Schools District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Holdrege Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Holdrege Public Schools nor any of its employees nor any of the institutions for networks providing access to Holdrege Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student Name (please print): _____

Student Signature: _____ **Date:** ____/____/____

Parent or Guardian:

I have received a copy of, and have read the “Student/Parent Handbook”, the “Student Discipline Code” and the “Student Acceptable Use Policy for use of Technology and Related Devices” adopted by the Holdrege Public Schools District. As parent or guardian of the student named above, I grant permission for my student to access networked computer services such as e-mail and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Holdrege Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Holdrege Public Schools nor any of its employees nor any of the institutions for networks providing access to Holdrege Public Schools responsible for the performance of the system or the content of any material accessed through it.

Parent or Guardian (please print): _____

Signature: _____ **Date:** ____/____/____

Daytime phone: _____ Evening phone: _____