

Hastings Middle School

2019-2020 Student Handbook



201 N. Marian Road, Hastings, NE 68901
hastingspublicschools.org/schools/hastings-middle-school/
402.461.7520

On May 11, 2006, the citizens of the Hastings Public School District passed an \$18 million bond to construct a new Hastings Middle School at 2nd and Marian Road. The state of the art facility opened its doors to students in August of 2008. Students for generations to come will benefit from the generosity of the patrons of Hastings.

Administration

Mrs. Shelli Pfeifer, Principal
Mr. Michael Nanfito, Assistant Principal
Mr. Jason Strong, Assistant Principal & Activities Director

Board of Education

Mr. Jeff Schneider, Superintendent of Hastings Public Schools	
Mr. Jim Boeve, President	Mr. John Bonham, Vice President
Mrs. Sharon Brooks	Mr. Brent Gollner
Mrs. Tracey Katzberg	Mr. Brady Rhodes
Mrs. Laura Schneider	Mrs. Becky Sullivan
Mr. Bob Sullivan	

To the Parents and Students:

Welcome to Hastings Middle School! We are excited for the 2019-2020 school year. We hope for all of the returning students that this year exceeds last year, and hope all new students will explore the many options available to you at our school. We hope to work with all of you to make this the best educational experience possible. We want every student to be successful!

Parents, we invite you to take an active role at Hastings Middle School. We believe when we work hand in hand with you, your children will be more successful and have a better outlook on school. Please communicate with us and get involved. We hope to see you at concerts, athletic events, and parent/teacher conferences. If you have a question about something, we encourage you to contact the teacher directly by email or call the school office. Our friendly staff will do their best to help with any questions you may have.

Students, get involved this year in a club or activity. We have a lot of things to choose from and encourage you to pick at least one. This is your middle school experience and we want you to have a great time learning and discovering your interests and talents. We look forward to meeting and working with all of you this year.

GO TIGERS!!
HMS Staff



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INTRODUCTION

HASTINGS PUBLIC SCHOOLS MISSION

Our fundamental purpose is to assure all students acquire the knowledge, skills, and behaviors essential to be successful individuals and responsible citizens.

HASTINGS MIDDLE SCHOOL MISSION

The mission of Hastings Middle School is to meet the needs of each student by promoting academic growth, providing exploratory experiences, and encouraging respect for self and others.

It is the purpose of this handbook to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Hastings Middle School. In addition, it is meant to familiarize you with the school, as cooperation between the home and the teacher is more easily achieved as we become better acquainted. Without your cooperation, it is impossible for the school to reach the goals it has in mind for your children. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

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.

It is necessary that all parents/guardians review this handbook with their children so that complete understanding is had regarding procedures, policies and regulations at Hastings Middle School. Copies of this manual will be posted on the Hastings Public Schools website. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

A PARENT'S PLEDGE

I know that children learn best when families and schools work together. As a parent, I pledge to:

- *SPEND SOME TIME talking and listening to my child every day.
- *PRAISE MY CHILD for good work in school and good behavior at home.
- *HELP MY CHILD develop self-confidence and self-discipline.
- *TALK WITH MY CHILD'S teacher about how my child is doing in school.
- *SET A REGULAR TIME and place for school work. During this time, there will be NO television, NO radio, NO phone calls.
- *ENCOURAGE READING: I will read to my child, and I will listen as my child reads to me.
- *MAKE SURE MY CHILD gets healthy meals, enough sleep and good exercise every day.
- *LOVE MY CHILD enough to say NO when necessary.
- *HELP MY CHILD discover the joy that learning and thinking can bring at any age.

~ Taken from "Parents Make the Difference" Newsletter ~

NOTICE OF NON-DISCRIMINATION

AMERICANS WITH DISABILITIES ACT

Jurisdiction - The Americans With Disabilities Act of 1990 (ADA) provides that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." The regulations provide that public entities with 50 or more employees are required to designate an ADA Specialist to oversee Title II compliance and to develop a grievance procedure. Mrs. Diana Reiner, 1924 West A, Hastings, 402-461-7500 is our district's ADA Specialist.

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 basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (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.

DAILY SCHEDULES

The school building is open to students at 8:05 a.m.; classes begin at 8:10 a.m. Students are permitted to come into the building at 7:45 a.m. if the weather is inclement (cold, stormy). Students with a pass from a teacher are permitted in at the designated time. The cafeteria is opened at 7:45 a.m. for students who wish to eat breakfast. Any students coming in early who engage in loud or abusive behavior will be asked to leave. The school day ends at 3:35 p.m. and students must clear the building by 3:50 p.m. unless they are under the direct supervision of a teacher. Students must not loiter on school grounds following dismissal.

Parents - Please do not bring students to school prior to 7:45 a.m. unless they are to participate in a scheduled activity or the morning program. Pick students up at the grade level pod or in the main parking lot immediately after school or make arrangements for your child to exit school grounds promptly. Please do not drop off or pick up students in the back parking lot because it slows down the flow of traffic around the school.

REGULAR SCHEDULE		WEDNESDAY SCHEDULE		TIGER TIME SCHEDULE	
Period 1	8:10 – 8:53	Period 1	8:10 – 8:50	Tiger Time	8:10 – 8:49
Period 2	8:56 – 9:39	Period 2	8:53 – 9:33	Period 1	8:52 – 9:30
Period 3	9:42 – 10:25	Period 3	9:36 – 10:16	Period 2	9:33 – 10:11
Period 4	10:28 – 11:16	Period 4	10:19 – 11:01	Period 3	10:14 – 10:52
6A LUNCH 10:28 – 10:52	HR 10:55 – 11:16	6A LUNCH 10:19 – 10:43	HR 10:46 – 11:01	Period 4	10:55 – 11:39
6B HR 10:28 – 10:49	LUNCH 10:52 – 11:16	6B HR 10:19 – 10:34	LUNCH 10:37 – 11:01	6A LUNCH 10:55 – 11:19	HR 11:22 – 11:39
Period 5	11:19 – 12:07	Period 5	11:04 – 11:46	6B HR 10:55 – 11:12	LUNCH 11:15 – 11:39
7A LUNCH 11:19 – 11:43	HR 11:46 – 12:07	7A LUNCH 11:04 – 11:28	HR 11:31 – 11:46	Period 5	11:42 – 12:26
7B HR 11:19 – 11:40	LUNCH 11:43 – 12:07	7B HR 11:04 – 11:19	LUNCH 11:22 – 11:46	7A LUNCH 11:42 – 12:06	HR 12:09 – 12:26
Period 6	12:10 – 12:58	Period 6	11:49 – 12:31	7B HR 11:42 – 11:59	LUNCH 12:02 – 12:26
8A LUNCH 12:10 – 12:34	HR 12:37 – 12:58	8A LUNCH 11:49 – 12:13	HR 12:16 – 12:31	Period 6	12:29 – 1:13
8B HR 12:10 – 12:31	LUNCH 12:34 – 12:58	8B HR 11:49 – 12:04	LUNCH 12:07 – 12:31	8A LUNCH 12:29 – 12:53	HR 12:56 – 1:13
Period 7	1:01 – 1:44	Period 7	12:34 – 1:13	8B HR 12:29 – 12:46	LUNCH 12:49 – 1:13
SSR	1:47 – 2:03	Period 8	1:16 – 1:54	Period 7	1:16 – 1:54
Period 8	2:06 – 2:49	Period 9	1:57 – 2:35	SSR	1:57 – 2:13
Period 9	2:52 – 3:35			Period 8	2:16 – 2:54
				Period 9	2:57 – 3:35

ATTENDANCE

Regular full time attendance at school is the responsibility of each student and his/her parents. The student who does not attend regularly misses the exchange and information presented on a daily basis and finds keeping current with classroom work difficult. Even though the required reading or paper work of a class session can usually be completed later, the learning experience cannot be duplicated. Consistent and punctual attendance is essential to a student's success in school and life. Experience and studies indicate that irregular school attendance and tardies contribute directly to failures, drop-outs, and adjustment problems. Most employers expect and demand regular and punctual attendance. Since schools help students prepare for life, schools should help students develop habits which are acceptable to the work world. The superintendent shall establish rules regarding regular attendance by students.

TARDIES

Tardiness is rarely excusable. Promptness is a habit the school encourages. Students who arrive after 8:10 a.m. are to report to the office. The number of tardies each semester becomes a part of a student's permanent record. Students who are habitually tardy to school can expect parent involvement and consequences for their actions. If a student arrives after first period he/she may have consequences, which may include detention or ALC.

ABSENCES (Policy 503.01) *For details of this policy, go to our district website (www.hastingspublicschools.org) and click on "District", "Board of Education", then click on "Board Policies".*

School must be treated as a full time job and students are expected to treat it as such by being in attendance for all classes throughout the year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their capabilities. The achievement of an outstanding attendance record at school should be every student's goal.

- At **five (5) unexcused absences**, a letter will be sent home and the student and parent/guardian will be required to contact an administrator or a school counselor to discuss the attendance problems and work out a plan which will remediate the excessive unexcused absences.
- At **ten (10) absences**, a letter will be sent home to alert the family.
- Only **twenty (20) absences** are allowed per school year. If a student exceeds the absence limit of twenty (20) days, a letter will be sent home and a referral will be made to the Adams County Attorney's office.

PRE-ARRANGED ABSENCES

Students who know they are going to be absent on a certain day should make prior arrangements in the office; a note from home should accompany the arrangements. In most cases, the student will be given an advanced make-up slip, which must be signed by the teachers whose classes will be missed and then returned to the office prior to the absence. No student will be granted an excused absence to attend out-of-town Middle School athletic events. Students will not be excused to attend any elementary track meet or events during the regular school day, as we cannot provide adequate supervision. It is important that all Middle School students be in regular attendance in our school.

When a student returns to school following illness or injury, the school may require a physician's statement indicating the student's status to return to school. Such action by the school shall not place the student in violation of Policy/Rule 503.01 or 504.03. However, willful refusal to provide a requested physician's statement verifying the student's fitness for school may constitute violation of Policy 504.03. Students who have been absent due to illness or reasons related to health or other reasons must report to the office for an admission slip. Regardless of the reasons for absences from school, a student must bring a written excuse from a parent or guardian. Admission slips must be presented to each teacher of classes you missed.

EXCUSED ABSENCES

An absence due to any of the following causes shall be excused: (A student is allowed two days to make-up assignments from a one day's absence.)

- a) Attendance at a funeral of a member of the immediate family (parents, siblings, and grandparents);
- b) Illness causing a student to be absent from school with parental permission;
- c) Doctor or dental appointments that require the student to be absent from school;
- d) Court appearances that are required by court order;
- e) Family trips, approved by the principal, in which the student accompanies parent(s)/legal guardian(s);
- f) School sponsored activities that require students to be absent from school; and

- g) Other absences that received the prior approval of the Principal. The Principal shall have the ability to deny approval of any of the foregoing reasons, depending on the circumstances such as the student's attendance record, the student's academic record, a test or other projects that may be missed, and, in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

UNEXCUSED ABSENCES

Public Law 79-201 through 79-209 states: An absence not excused by the school. A student who engages in absences not excused by the school may be considered truant per state law. Truancy is a violation of school rules and truant students are subject to disciplinary consequences.

TRUANCY

Truancy is never acceptable. Students who are truant from school may be subject to sanctions under Policy 504.03 or sanctions other than exclusion, suspension, expulsion or mandatory reassignment. You are truant if you:

1. Leave school without signing out in the office (this includes leaving for lunch without a pass).
2. Are absent from school without prior permission from parent and the school.
3. Are absent from class without permission.
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in an unsupervised area instead of reporting to the nurse's office or principal's office.
6. Come to school but do not attend class.

CHECKING OUT OF THE BUILDING

HMS is a closed campus. Students are not permitted to leave the school grounds during the school day, including lunch, unless permission to do so has been obtained from the office. When permission to leave the building has been obtained, a student must check out when he/she leaves and check in when he/she returns. Parents may sign their own child out for lunch but are required to sign them back in prior to the end of the scheduled lunch period. Prior arrangements need to be made by students and parents in order for students to be released. Dental and medical appointments and similar engagements should be scheduled outside of school hours. A blue pass will be issued if an appointment is necessary during the school day. That pass is to be signed by the doctor and returned to the office. Students who leave school without checking out through the office will be truant.

NOTIFICATION OF ABSENCES

If a student will be late or absent, parents/guardians should notify the school before 8:30 a.m. indicating why the child is not in school. Call 402.461.7520. If notification is not received from a parent/guardian, the school will call the parent/guardian using an automated calling system to communicate that the student is absent.

WITHDRAWAL FROM SCHOOL

Students should report to the office and receive a check-out sheet to take to teachers & the librarian. All books and school equipment must be checked in before a teacher will sign the check-out sheet.

MAKE UP WORK, & AFTER SCHOOL ACTIVITIES / CLUBS

Students are expected to make up all work missed because of an absence from school for any reason. It is the student's responsibility to make up the work. Students may not participate in after school activities or clubs on any day they are absent from school unexcused. Students who are too ill to attend classes are considered to be too ill to attend activities or clubs. In order for students to be eligible to participate in an after school activity or club, they must be in attendance a minimum of three (3) class periods in the afternoon.

PROCEDURES

ARRIVAL & DISMISSAL

Before School – Students should be dropped off at their designated pod to help the traffic flow. Each grade level has their own entrance/exit. We provide supervision outside of the pods beginning at 7:45 a.m. The school building is open to students at 7:00 a.m. for the morning program, with breakfast starting at 7:45 a.m.

Parents: Please do not bring students to school prior to 7:45 a.m. unless they are to participate in a scheduled activity or the morning program. Students must enter the front doors of the school for the morning program and breakfast. Students not being dropped off or picked up by a car must enter and exit the property by using the crosswalks. **DO NOT RUN ACROSS MARIAN ROAD.** Students also must use the crosswalks to cross the school driveway.

Students should wait in an orderly fashion at their pod entrance/exits before school begins. This means hands/feet to self, walking, no chasing, positive conversations at appropriate noise levels. If a student chooses to eat breakfast they need to enter the building at the front doors. When finished, students should walk on the sidewalk to their pod entrance. Students on school grounds prior to school need to be under adult supervision.

After School – Please pick students up immediately after school or make arrangements for your child to be able to leave the school grounds after school as we provide supervision until 3:50 p.m. on Monday, Tuesday, Thursday, and Friday, and until 2:50 p.m. on Wednesdays. All students should exit and be picked up at their pod entrance/exit doors or in the main parking lot unless they are participating in an after school activity/club, or staying in for a teacher. The circle drive is for visitors to our building and **not a pick-up/drop-off site**. Do not park in the circle drive to pick up students. Students not picked up by 3:50 p.m. will be asked to wait near the sign at the front of the school. **Please do not pick up or drop off students in the parking lot behind the school.**

Once outside, students are to continue following school expectations. This includes keeping hands/feet to self, walking, no chasing, positive conversations at appropriate noise levels. If a student is not waiting for a ride, he/she will need to leave the school grounds. Students are not allowed to wait at the pod of other grade levels. There should not be students picked up at the front door or circle drive. If students are still waiting for a ride after 3:50 p.m., they will be asked to move to the front area of the school.

BICYCLES / SKATEBOARDS / SCOOTERS / ROLLER BLADES / ETC.

Students are to park their bicycles in the bike racks. We advise but do not require students to keep their bicycles locked. Under no circumstance is any student to borrow or tamper with a bicycle that is not his/her own. Once a bicycle is parked in the morning, it should not be ridden until school is dismissed. The school is NOT RESPONSIBLE for damage or theft of parts while bicycles are parked in the racks. Loitering in the bicycle area is not allowed.

Bicycles are not to be ridden on the sidewalks or the school grounds.

Students are not to ride skateboards, scooters, roller blades, or roller shoes on school sidewalks or school grounds. Skateboards and scooters brought to school must be placed in individual student lockers or in the skateboard/scooter rack at the main entrance of the building during the day and must remain there until the student leaves school. Roller shoes are not allowed inside the school building.

CAFETERIA

Students will be given a Student I.D. card to be used throughout the year. The Student I.D. card will record the breakfast/lunch purchase and maintain a balance of funds left in student accounts for meal purchases. Middle School students will not be allowed to purchase items in the breakfast/lunch line with cash or check, nor will students be allowed to cash checks. All checks and cash will be deposited in the student account for the purchases at breakfast/lunch and ala carte items. Deposits to lunch accounts are to be made in morning. A family may give any amount towards their student's account. One additional lunch can be purchased each day. Students who wish to purchase ala carte items will be able to pay for those with their student account balance.

An Individual lunch costs \$2.95 and breakfast costs \$1.85. For students who qualify for the reduced breakfast and lunch, each costs \$0.30. Student account payments may be made with a credit card online at

hastingspublicschools.revtrak.net. Students from families whose income is below certain designated levels are eligible for free or reduced price meals. Information concerning the eligibility income scale will be mailed to each household in August. The application must be completed, returned and approved before receiving the free or reduced price meals. Free and reduced price lunch codes MUST NEVER BE GIVEN, SOLD, OR LOANED TO OTHER STUDENTS.

HMS operates as a closed campus for lunch, which means that all students eat their lunch in the school cafeteria. Students may bring their own lunch or additional food items, which must be eaten in the cafeteria. Commercial food, i.e. pizza, etc. may not be delivered for students' lunches as this is a violation of federal lunch guidelines. Students going through the lunch line are required to take a full meal. The cafeteria is opened at 7:45 a.m. for

students who wish to eat breakfast. Students are not to be in the building prior to this. Only students eating breakfast will be allowed to remain in the commons area before school.

Cafeteria rules:

- Enter the cafeteria quietly and sit at your assigned seat (if given). Courteous and polite behavior is expected.
- A maximum of 6 students per table is allowed.
- Food is not to be consumed outside the cafeteria.
- Reasonable noise levels must be maintained.
- Students must raise their hands and get permission to leave their table.
- Students are expected to take their trays to the kitchen window when done eating and return promptly to be seated at their table.
- Students at each table are responsible for the cleanliness of their individual table and the area around it.
- When the bell rings, students should remain seated and wait to be dismissed.
- Violation of cafeteria rules will result in consequences that may include, but are not limited to, change of seating, private dining, detention, ALC, or suspension.
 - Students assigned private dining will report to the office and not the cafeteria, and will be given a sack lunch. They will be unable to buy ala carte items.

NONDISCRIMINATION STATEMENT

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

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

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

CHANGE OF ADDRESS / PHONE NUMBER

Students changing their address or telephone numbers should report this information to the office. Be prompt in making these changes so we can contact students' families when necessary.

DISASTER DRILLS

Disaster drills will be held during the school year. There are two kinds of emergency drills--fire and tornado. During a fire drill, ALL students, teachers and other personnel must leave the school building and proceed to designated areas away from the building. A "Fire alarm" bell will signal the start of a fire drill. A tornado drill is different from a fire drill. During a tornado NO ONE leaves the school building. A pre-arranged signal other than the fire alarm bell will indicate the start of a tornado drill. Students are to follow the directions of the teacher in charge at the time a particular drill is being held. REGARDLESS OF THE TYPE OF DISASTER DRILL, EVERYONE IS TO BE QUIET AND TO MOVE ORDERLY AND QUICKLY TO DESIGNATED AREAS.

EMERGENCY DRILLS

- LOCKOUT - Used when a threat is outside the school.
- LOCKDOWN - Used when there is a threat inside the school.
- EVACUATE - To another location.

FUNDRAISING / SELLING ITEMS

Students may not do fund-raisers at school for other activities outside of school without administrative permission. There should be no soliciting during school hours, only before and after school.

HALLWAY TRAFFIC

Keep hallways open to traffic by walking on the right side. Do not block traffic by standing in groups. Pass through hallways quietly. Be considerate of others in the hallways and classrooms.

LOCKERS

Each student will be assigned a locker as a privilege and not a right. It is necessary that students DO NOT tell anyone their combination. Students should be sure to keep their lockers secured at all times, and may NOT change lockers. Lockers are to be kept neat. Lockers are the property of the school, loaned to students for their convenience. The administration has the legal right to inspect lockers. Lockers should not be banged, kicked, defaced, or otherwise damaged. Locker decorations must not be offensive or use adhesive. Posters, signs, or banners must not be placed on the outside of locker doors. Ordinarily, students should go to their lockers only during passing times. Students should not expect privacy regarding usage of or items placed in or on school property. Random locker inspections may be made periodically.

LOST & FOUND

All lost and found articles should be taken to, and claimed in the office. Items not claimed at the end of the year will be donated to a non-profit organization.

MEDICATION

- Students are not to have any medication in their possession at school.
- If your child has asthma or allergies and may need assistance at school or uses an inhaler or epipen, please call the school nurse and have your child stop in the office the first week of school to visit about it. It is important that we have an asthma/allergy plan in place for each student who needs one, as student safety is our primary concern. There are forms that need to be completed and signed by parents and your child's physician.
- If your child needs to take prescription medication during the school day, please bring the medication in the prescription bottle and complete the necessary forms in the nurse's office.
- Non prescription medication will be administered to students during the school day only if:
 - Parents bring a note from the physician regarding the need for the medication.
 - Parents have signed the authorization form.
 - Medication is in the original container.
- A doctor's note is not needed for administration of ibuprofen or acetaminophen on an infrequent, as needed basis for pain or headache. Parents must sign an authorization form before the medication can be given. If a student requires more than 5 doses in a 30 day period, a physician's authorization will be required.

PHYSICAL EDUCATION PADLOCKS

Padlocks are checked out to students to secure clothes in PE lockers. A \$5.00 fine will be assessed if the padlock is not returned at the end of the term. Students must be responsible for locking their own lockers to protect the contents.

PHYSICALS / IMMUNIZATIONS

In 1993 the Nebraska legislature changed the immunization requirements for children attending school in the state. As of July 1, 1994, all students must be immunized for measles, rubella, mumps, polio, diphtheria, tetanus, pertussis, and three (3) doses of Hepatitis B prior to attending school. Waivers may be applied for if:

- A statement signed by a licensed physician states that it is the doctor's opinion that the required immunizations would be injurious to the health and well being of the student, or any member of the student's family or household.
- An affidavit signed by a representative of the student stating the immunization conflicts with the practices of a recognized religious denomination of which the student is a member. (NE State Law, Chapter 79, Section 444.06)

All seventh grade students and any new student moving to Nebraska from another state or country must have a current physical or a signed waiver form on file. By state law, students who do not have either a physical or waiver

on file in the office will not be allowed to attend school. Immunizations may be obtained through your family physician or the County Health Department. The Immunization Clinics are open several days each month.

Any student who plans to participate in sports competition must have a physical examination prior to practicing for the sport. The cost of the physical examination and immunization shall be the parents' or guardian's responsibility. All students must have the vaccine for Chicken Pox if they have not had the Chicken Pox virus. Children younger than 13 years old need one dose of Varicella (Chicken Pox vaccine). Children 13 or older need two doses separated by one month. If the student has had Chicken Pox, please record the month and year on the physical form.

POWERSCHOOL

PowerSchool is also used by the Middle School. This is an on-line source for parents/guardians to check on student progress. It is also a great way to communicate with teachers through the e-mail links.

PUBLICATION OF STUDENT PICTURES & PRODUCTS

Occasionally, your student may be photographed for the newspaper, television, or Internet web pages. The news media may do stories on events occurring in school programs, presentations, sporting events, or other newsworthy happenings. Teachers may post pictures of classroom activities and field trips on Internet web pages. Since pictures of students are personally identifiable information, you may have concerns about your student's picture appearing on television or in the newspaper. Students may also have the opportunity to have works of art, research, or creative writings displayed through the media or Internet web pages. Exhibiting works in this manner is viewed as a form of electronic publication. For more information on sharing of student directory information, please see Board Policy 507.02 and 507.03 found at www.hastingspublicschools.org, "District", "Board of Education", "Board Policies", Policy 507.02 and 507.03. **NOTICE: By signing the handbook receipt you are giving permission to have your student's picture released in different forms of publication.**

REPORT CARDS / PROGRESS REPORTS

Report cards, which are issued at the end of each quarter (normally nine weeks), are designed to keep you informed. Progress reports, which are issued midway through each quarter, are designed to communicate your student's progress. You are asked to examine the report cards/progress reports when they are sent home. If there are any questions or concerns, feel free to contact the teacher or school.

SCHOOL CANCELLATION

In the event that school is not in session because of an emergency or bad weather, radio and TV stations will broadcast the information. Please do not call the school.

SEARCH & SEIZURE

It shall be the policy of Hastings Public Schools to allow school officials to conduct reasonable searches and seizures of students on school premises, when there is reasonable suspicion to believe that students may be in possession of contraband (drugs, weapons, alcohol, stolen property, and other materials), in violation of school policy and/or state and federal laws.

STUDENT ID CARDS & LANYARDS

Students of Hastings Middle School are required to wear their own Student I.D. card while on the grounds of Hastings Middle School for safety and security reasons. Students will be required to use their Student I.D. card to purchase meals in the cafeteria and to check out books in the library. Student I.D. cards are to be worn with the use of a lanyard around their neck during the school hours of 8:05 a.m. to 3:35 p.m. or at whatever time the student leaves the school grounds. If a student does not have his/her Student I.D. card, the student will be issued a Temporary I.D. sticker for the day. If a student does not have their Student I.D. card during lunch, they will be required to get a Temporary I.D. sticker, go to the end of the lunch line and receive a sack lunch.

Students will be provided with two Student I.D. cards at no cost. If both Student I.D. cards are lost, students will be required to purchase a new Student I.D. card in the office for \$2.00. If students deface their Student I.D. card, they will be asked to clean it off or purchase a new Student I.D. card. Chronic misuse of the Student I.D. card policy will result in disciplinary actions.

Student I.D. Card Policy: Violations reset at the end of each quarter.

1st Intervention: 1-7 violations, sack lunch only, no snacks.

2nd Intervention: 8-15 violations, private dining in ALC, sack lunch only, no seconds or snacks.

3rd Intervention: 16 or more violations, private dining in ALC, sack lunch only, no seconds or snacks, parents notified, students are subject to additional disciplinary consequences.

STUDENT HANDBOOK / PLANNER

Each student is required to have a student planner/handbook and carry it throughout the school day. If students lose their handbooks they will need to purchase a new one in the office for \$5.00. Students without handbooks may be subject to consequences. The intent in requiring students to carry their planners is to teach students how to be organized and prioritize by using the calendar. The planner is also signed by the teacher and used as a pass when students are traveling somewhere during class time.

SURVEILLANCE CAMERAS

In order to provide for a safe and orderly environment for our students, staff and patrons, HMS is equipped with surveillance cameras located in specified areas of the building. Local police departments have access to the cameras in emergency situations.

VISITORS

All adult visitors must sign-in and obtain a visitor's pass in the front office. PARENTS ARE WELCOME ANYTIME, but need to obtain a visitor's pass from the front office. No student visitors from other schools will be permitted to visit Hastings Middle School while classes are in session.

STUDENT RIGHTS & CODE OF CONDUCT

Every student has the following responsibilities:

- To attend school daily (except when ill), and to attend all classes and to be on time.
- To come to class prepared with proper materials such as textbooks, gym clothes, pencils, and/or pens, etc.
- To be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Each student should conduct him/herself according to these guidelines. Treat others with respect.
- To be willing to volunteer information in disciplinary cases should he/she have knowledge of importance.
- To willingly and dutifully serve that segment of the student body which he/she represents.

ANTI-BULLYING/HARRASSMENT OF STUDENTS (Policy 504.18) *For details of this policy, go to our district website (hastingspublicschools.org), click on "District", "Board of Education", then click on "Board Policies".*

Bullying is any repeated mean, physical, verbal, or electronic act that hurts a person's body, feelings, or possessions. Any bullying that occurs outside of school but carries over into school and causes a disruption will be dealt with as a school issue. Negative actions can be, but are not limited to:

1. Mean or hurtful words: threats, put downs, racial slurs, name calling, sarcasm, teasing, taunting or ridiculing, inappropriate text-messaging, e-mailing, phone calls, posting to websites, or other electronic means of communication.
2. Mean or hurtful looks: Demeaning facial expressions or staring.
3. Mean or hurtful signs: nasty gestures, threatening with a fist or weapon, touching oneself or someone else in a sexual manner, embarrassing others.
4. Mean or hurtful physical acts: slapping, pinching, hitting, punching, shoving, pulling, poking, kicking, tripping.
5. Mean or hurtful non-physical acts: ignoring or violating a person's wishes or rights, silent threats, ostracizing, isolating others, manipulating friendships, spreading rumors.

ANTI-BULLY/HARASSMENT PROCEDURES (Rule 504.18)

Individuals who feel that they have been bullied or harassed should:

- Communicate to the bully or the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully or the harasser, the individual should ask a teacher, counselor, or administrator to help.

- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the bully/harasser, the individual should:
 - tell a teacher, counselor, or administrator; and
 - write down exactly what happened, keep a copy, and give another copy to a teacher, counselor or administrator including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said and what the bully/harasser did;
 - witnesses to the bullying or harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the bully/harasser responded.

COMPLAINT PROCEDURE

An individual who believes that he/she has been bullied or harassed will notify a Counselor, Principal, Assistant Principal, or Activities Director, as may be appropriate. **Hastings Middle School has an on-line bullying reporting system. This form can be found on the school website at hastingspublicschools.org/schools/hastings-middle-school/.** The Principal will be responsible for designating an investigator or serve as the investigator. If the investigator designee is a witness to the incident, an alternate investigator will be appointed. The alternate investigator, should the complaint involve the Principal, will be the Superintendent or the Superintendent's designee. The alternate investigator, should the complaint involve the Superintendent, will be the President of the Board of Education or the President's designee. The investigator may request that the individual complete the Bullying/Harassment Complaint form and turn over evidence of the bullying or harassment, including, but not limited to, printed material, electronic file copies, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is to be kept confidential to the extent possible. The investigator, with the approval of the Principal, has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint or under the direction of the Principal. The investigator will interview the complainant, the alleged bully/harasser, and any witnesses the investigator deems appropriate. The alleged bully/harasser may file a written statement and turn over any evidence in response to the complaint. In conducting the investigation, the investigator will remember that:

- Evidence uncovered in the investigation is confidential;
- Complaints must be taken seriously and are to be investigated;
- No retaliation will be taken against individuals involved in the investigation process;
- Making a false allegation or providing false information may lead to disciplinary measures against those making such allegations or providing such information; and, that
- Retaliators will be disciplined up to, and including, suspension or expulsion, termination, or exclusion from school property.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying and/or harassment and report the findings and conclusions to the Principal. The investigator will provide a copy of the findings of the investigation to the Principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the Principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline.

Prior to the determination of the appropriate remedial action, the Principal may, at the Principal's discretion, interview the complainant, the alleged bully/harasser, and any witnesses the Principal deems appropriate. The Principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged bully/harasser, and the investigator will receive notice as to the conclusions of the investigation.

ARTICLES PROHIBITED

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedures. Such items as toy guns, water pistols, rubber bands, sling shots, knives, safety pins, lighters, matches, fidgets, spinners, slime, and any nuisance items, etc., if brought to school as playthings are

undesirable and will be impounded and returned to the parent at his/her request. Aerosol containers and "white out" are not allowed. Look alike knives/guns are strictly prohibited. Students may not be in possession of open pop bottles or cans or other liquids (Exceptions to this rule would be in the cafeteria, clear water bottles in a classroom or hallways, and for special occasions or celebrations set up by a teacher.) Parents are requested to help each student understand the necessity for such regulations.

A "FACSIMILE" or replica of a weapon can be considered a weapon under this rule. "Facsimiles" are replicas of weapons including any copy, reproduction, model, or other object, which is intended to appear like a deadly weapon regardless of the substance from which it is made.

- **WEAPONS/FIREARMS: ARE NOT ALLOWED IN SCHOOL (Gun Free Schools LB 658)**

The possession and/or use of any weapon/firearm, as defined above, by any middle school student on any school district property or at any school sponsored or sanctioned event will lead to expulsion of the student involved. A pocketknife may be considered a weapon and should not be brought to school.

- **WEAPON/FACSIMILE:**

The possession or use of any weapon/facsimile as defined, by any middle school student on any school district property or at any school sponsored or sanctioned event shall require that proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the principal.

BEHAVIOR EXPECTATIONS AT HASTINGS PUBLIC SCHOOLS EVENTS

1. Your support of Hastings Public Schools events is appreciated. While in attendance at events students may choose to sit with their parents. Different venues have specific guidelines, but all Hastings Public School property and Hastings College facilities deserve your respect. Please use trash cans for all waste and move in and out of the facilities using designated walkways.
2. Throwing objects is prohibited and can result in immediate dismissal from the event.
3. Hastings Middle School rules, codes and expected conduct apply for HMS students. This includes respect for other students, players, and adults.
4. Students are asked to sit during the contests and performances. It is ok to stand to cheer good plays, during the national anthem, school song and other appropriate times.
5. Students are asked to visit the restrooms and concession stand before the start of the event and the last two minutes of the half. Please be respectful to those in attendance to watch the event and limit traffic that may interfere with their ability to enjoy the contest.
6. Students are not allowed on the playing surface during half time and following events unless sponsored activities request your presence.
7. Students unable to follow expected behavior may be asked to leave, forfeit their privilege card, and/or have their parents contacted.
8. HMS dress code will be enforced for functions involving HMS students. Students are encouraged to dress for theme events (white out, etc.) and comply with school guidelines.
9. Display good sportsmanship throughout the contest or event. Some examples of good sportsmanship include; applauding good play, cheers that are for your team not against the other, remaining respectful during free throws.
 - a. **SOME EXAMPLES OF POOR SPORTSMANSHIP:** Chants of "air ball", screaming at or booing officials and opponents, mocking players' names, distractions at free throws, and belittling players.
10. Enjoy the events, have fun and support your peers, teams, and school.
11. Be a welcoming host for our guests. Represent yourself, your family, your community, and your school **with TIGER PRIDE!**

CELL PHONES & ELECTRONIC DEVICES

Students may possess a cell phone while on school property or while attending a school-sponsored activity, but are prohibited from using electronic devices during the school day unless allowed by HMS staff. If such items are brought to school, they must remain in student lockers during the school day and cannot be used during lunch. Examples include, but are not limited to: Phones, cameras, iPads, iPods, hand-held readers, recorders of any kind, etc. Violation of these procedures may lead to a student's device being confiscated by staff and may lead to additional disciplinary action. Parents may pick up confiscated items as determined by HMS Administration. A student's decision to violate this policy may result in diminished privacy. Using any recording device without informing a second party is not allowed. Hastings Middle School cannot safeguard personal property.

CHEATING / PLAGIARISM

Students are expected to do their own work. Plagiarism and cheating are not allowed. Students must appropriately acknowledge sources of information. Cheating on assignments or tests OR plagiarizing will result in loss of credit and may result in further disciplinary action such as: Refusing to accept student work, assigning a zero for the work, requiring the student to complete a test or project in place of the work, after school detention, etc.

DAMAGE TO SCHOOL PROPERTY

All students are expected to show respect for school property by discouraging or reporting destructive activity. The school furnishes books to all students. Reasonable wear is expected as a result of daily use. DAMAGED OR LOST TEXTBOOKS OR LIBRARY BOOKS AND MATERIALS WILL RESULT IN FINES.

DATING VIOLENCE PROCEDURES (Policy 504.185) *For details of this policy, go to our district website (hastingspublicschools.org), click on "District", "Board of Education", then click on "Board Policies".*

An individual who feels that he or she has been the victim of dating violence should:

- Communicate to their dating partner, if he or she feels comfortable doing so, that he/she expects the behavior to stop. If the individual wants assistance communicating with their dating partner, they should ask a significant adult, teacher, counselor, or administrator to help.
- If the dating violence does not stop, or the individual does not feel comfortable confronting his or her dating partner, the individual should:
 - tell a teacher, counselor, or administrator; and
 - write down exactly what happened, keep a copy, and give another copy to a teacher, counselor or administrator including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said and what the dating partner did;
 - witnesses to the dating violence;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the dating partner responded.

COMPLAINT PROCEDURE

An individual who believes that he/she has been the victim of dating violence will notify a Counselor, Principal, Assistant Principal, or Activities Director, as may be appropriate. The principal will be responsible for designating an investigator or serve as the investigator. If the investigator designee is a witness to the incident, and alternate investigator will be appointed. The investigator may request that the individual complete the Dating Violence Complaint form and turn over evidence of the dating violence, including, but not limited to, printed material, electronic file copies, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is to be kept confidential to the extent possible. The investigator, with the approval of the principal, has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint or under the direction of the principal. The investigator will interview the complainant, the dating partner, and any witnesses the investigator deems appropriate. The dating partner may file a written statement and turn over any evidence in response to the complaint.

In conducting the investigation, the investigator will remember that:

- Evidence uncovered in the investigation is confidential;
- Complaints must be taken seriously and are to be investigated;
- No retaliation will be taken against individuals involved in the investigating process;
- Making a false allegation or providing false information may lead to disciplinary measures against those making such allegations or providing such information; and, that
- Retaliators will be disciplined up to, and including, suspension or expulsion.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of dating violence and report the findings and conclusions to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant, the dating partner, and any witnesses the principal deems appropriate. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant and his/her parent or guardian, the dating partner and his/her parent or guardian, and the investigator will receive notice as to the conclusions of the investigation by the principal.

DRUGS, ALCOHOL, TOBACCO, LIGHTERS, & MATCHES

It shall be the policy of the Hastings Public Schools to provide an employment and learning environment that is safe and provides appropriate motivation to ensure a creative and productive work force and student body. To this end, the District unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol, or look-alikes regarding drugs and alcohol.

It is absolutely prohibited for any student of the District to engage in the possession, use, or distribution of alcohol, illicit drugs, or look-alikes, on school premises or as a part of any of the school's activities, or for any student to be under the influence of alcohol or illicit drugs while on school premises or while attending any school activity. Compliance with the standards of conduct for student behavior in the District prohibiting the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities is mandatory.

Smoking and/or possessing tobacco, in addition to using and/or possessing lighters, matches, cigarettes, e-cigarettes (vapor pens), tobacco, or any other tobacco-related product is not allowed on campus or at a school sponsored activity. If such items are found, they will be confiscated, parents will be contacted, and consequences will be given. Students in violation are subject to sanctions under Board Policy/504.03, which allows for short-term suspension from school.

DEFINITIONS

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

PROCEDURES

- The School District shall provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty (50) miles of the administrative offices of the District or, where no such services are found within fifty (50) miles, then within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.
- In the event of disciplinary proceedings against any student for violation of any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs or alcohol, appropriate school personnel shall confer with any such student and his/her parent(s) or guardian(s).
- The School District shall provide each student of the District and his/her parent(s) or guardian(s) with a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the

school's activities. In addition to possible penalties including long-term suspension and expulsion, a student may be referred to appropriate authorities for prosecution.

CURRICULUM

The School District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs for all students served by the schools. The programs shall address the legal, social and health consequences of illicit drug and alcohol use and shall provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The programs shall be designed to clearly convey to students that the unlawful possession and use of illicit drugs and alcohol is wrong and harmful. Such instruction shall be designed to be appropriate to the age of the student exposed to such instruction. Such instructions should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse.

FIREWORKS & COMBUSTIBLES

School rules as well as State and City Ordinances prohibit the possession or use of fireworks or other devices that may cause combustion or explosion. If such items are on school campus, they will be confiscated, parents will be contacted, and consequences will be given.

GANG-RELATED ACTIVITIES

The faculty as well as the community are concerned with any gang-related activity in which students may become involved. The intent of our school is to see that the surroundings are free from the threats or harmful influence of any groups which advocate drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook or manner of grooming which by the nature of its color, arrangement, trademark, location, or any other attribute which may denote membership in such groups will not be permitted. Such group's clothing may vary from school to school and may change from year to year; therefore, it is the responsibility of teacher and the administration to determine appropriateness of clothing or accessories. Parents will be notified immediately when the school has concerns.

HARASSMENT / SEXUAL HARASSMENT

Harassment of any type is prohibited in Hastings Middle School. Sexual harassment is a violation of federal laws Title IX and Title VII as well as a violation of the Nebraska Equal Opportunity in Education Act.

Hastings Middle School is committed to providing a safe, positive learning and working environment for everyone. In the School setting, appropriate touching when consoling, congratulating or greeting another person is wholesome and can be an important part of human relations. However, sexual harassment, sexual assault, and inappropriate behaviors are prohibited and will not be tolerated in any form. Harassment includes any willful act done by a student to another person for the purpose of subjecting the other student to indignity, humiliation, or threats and intimidation.

It shall be a violation of school policy 504.18 for any student or employee to engage in sexual harassment, sexual violence or inappropriate sexual behavior directed toward any other student or employee. Examples of Sexual Harassment may include, but is not limited to: -Writing sexual notes or drawing graffiti which is suggestive in nature -Touching, pinching and/or grabbing private body parts of self or others, -Making suggestive or sexual gestures, staring or glaring or using words with a sexual or demeaning connotation, -Spreading sexual rumors, asking inappropriate sexual questions or making sexual comments, -Pulling other people's clothing or one's own clothes to expose garments or private body parts, -Continuing to stare or leer at another person when told to stop, -Caressing or touching others in a suggestive or sexual manner, -Any other action which causes others to feel discomfort.

Complaints may be filed by anyone who is affected or by a third party who observes a violation of this rule. Complaints may be made to a teacher, counselor or administrator and will be investigated in a timely manner. Formal complaints must be reported in a written form, however confidentiality of the report will be protected.

Consequences for violating this rule WILL be determined from investigating each offense. Consequences will range from a verbal reprimand to a maximum of recommended expulsion. ALL VIOLATIONS WILL BE CONSIDERED AS A SERIOUS VIOLATION OF SCHOOL RULES AND/OR STATE AND FEDERAL LAW.

LOITERING

Students must not loiter on or near school property. This brings discredit to the school so it is hereby prohibited. Any student observed loitering on or near school property will be subject to disciplinary actions. All students must leave school grounds by 3:50 p.m. (2:50 p.m. on Wednesdays) unless under the supervision of a staff member.

PHYSICAL EDUCATION PARTICIPATION

All students are expected to participate. Physical education clothes will be required for participation in activities. Acceptable attire includes gym shoes, T-shirt and gym training shorts. Plain T-shirts should be worn. Students may be excused for one day because of health reasons but will need a doctor's note to be excused for a longer period of time.

PORNOGRAPHY

Any type of pornographic pictures or materials are prohibited.

PUBLIC DISPLAY OF AFFECTION

Public Display of Affection (PDA) is limited to high fives, handshakes, and other minor contact. Inappropriate contact may include prolonged or excessive hugging, kissing, handholding, etc. Hugging is very subjective. Prolonged or excessive hugging may be referred to the office for parental contact or disciplinary actions.

SCHOOL RESOURCE OFFICER

Through a joint effort with the Hastings Police Department and the Hastings Public Schools, a school resource officer is available to assist students, teachers, and administration. The school resource officer may address issues that arise within the school involving matters of legal/criminal nature, as well as educational issues related to the law.

STUDENT DRESS AND GROOMING

In the interest of modesty, Hastings Middle School will be enforcing the dress code policy. The diagram at the back of this handbook should help you answer your questions. Any clothing or grooming that detracts from the educational process or that is disruptive or offensive in nature is prohibited. Students' appearances contribute to a positive atmosphere. The following guidelines have been established:

- Clothes should be clean and neat (NO PAJAMAS).
- Clothing must cover the torso area completely when standing or sitting. Bare midriffs and halter-tops are not acceptable, and suitable clothes should be worn under such shirts. Undergarments should not be visible due to the wearing of pants/jeans, or shorts in a sagging fashion. Overalls and suspenders are to be worn in the manner intended, over the shoulders and fastened.
- Open mesh tops, "spaghetti strap" tops, tank tops, and low-cut tops are not allowed, unless worn with shirts with sleeves under them. (Please see the accompanying tank top picture.) This includes low cut or deep cut tank tops (cleavage should not be showing). Straps on tank tops should cover undergarments at all times.
- Shorts, skirts, and dresses must be an appropriate length as to not be distracting.
- Appearance and grooming which may be disruptive to the educational process are prohibited.
- Clothing, tattoos, or jewelry with printed wording, pictures or designs which advertise or promote alcohol, tobacco or drugs, or which carry any derogatory connotations, profanity and/or sexual innuendos are prohibited. (This includes anything that conflicts with Board Policy.)
- Clothing with holes, slashes or cuts will not be permitted if they depart from cleanliness, neatness, good taste and decency. This includes cut up jeans. No holes, slashes, or cuts are allowed above fingertip length.
- Shoes, boots, sandals or moccasins must be worn at all times. Bedroom slippers are not allowed.
- Clothing that promotes street gang involvement is prohibited. Any clothing or accessories which by nature of its color, arrangement, trademark, or any other attribute, denotes membership in such groups will not be permitted.
- Any apparel, jewelry, notebook, accessory, etc. which advocates drugs or gangs is prohibited. Jewelry that could be considered harmful to self or others will not be allowed. It is the responsibility of the administration to determine the appropriateness of clothing or accessories.
- Backpacks, bags, purses & coats must be kept in lockers during the day unless special permission has been granted by an HMS staff member.
- Caps, hats, sunglasses, and other distracting headgear must be removed and must remain in lockers after entering the building. Violations will result in these items being confiscated.

- Hair color or design that causes a major distraction to the learning environment will not be allowed. Students in question may be referred to the office for an administrative ruling. Students found in violation of the policy may be assigned to ALC for the remainder of the day and parents will be contacted about fixing the distraction before the student will be allowed to return to class.
- Writing on the skin, stickers applied to the body, etc. will be prohibited and will need to be removed.

Students will be asked to correct inappropriate attire, and the administration may provide clothing that is appropriate for the school environment. Clothing that is determined to be inappropriate will be confiscated by the administration and given back to the student at the end of the day. If there is a second violation, parents will be required to pick up the clothing. Repeated violations will be treated as insubordination. Group related clothing changes from year to year; therefore ALL STAFF MEMBERS HAVE THE DISCRETION TO SEND STUDENTS THEY BELIEVE TO BE IN VIOLATION OF THE DRESS CODE POLICY TO THE OFFICE. ADMINISTRATION WILL HAVE THE FINAL AUTHORITY IN DETERMINING THE APPROPRIATENESS OF STUDENT ATTIRE. * *Please see the dress code diagram at the back of the handbook!*

STUDENT HANDBOOK / PLANNER

Students are required to carry their Planner with them during the day. This contains the student handbook, an assignment book, calendar, and a rewards log. We are trying to teach students how to be organized and prioritize by using the planner and calendar. The reward log recognizes positive behavior, and allows you to keep track of how your child is doing at school. Teachers will ask students to make a reward entry when the teachers want to compliment the student on making a positive choice and reinforce the likelihood that the behavior will take place in the future. Students who earn three or more rewards per quarter will be entered into a raffle drawing for prizes.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, I-pods or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, NOT THE SCHOOL, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it in the office for safe keeping. Do not leave it in your locker or your book bag.

THROWING OF OBJECTS

Throwing of any object is not allowed on the Middle School campus and the streets surrounding the school. Students possessing any item such as snowballs and/or rocks can expect disciplinary actions. This can potentially cause an injury to another person.

WALKOUTS & STUDENT DEMONSTRATIONS

- Student demonstrations are not approved nor organized by HPS in any way. Our schools are focused on providing a great learning environment for all students – each and every school day.
- If students stage a demonstration that involves a walkout, our school staff will do the best we can to monitor and supervise any students who remain on school grounds to keep the environment as secure and orderly as possible. We will also ask for additional support from the Hastings City Police to help us make our grounds as safe as possible.
- While some students may choose to participate in a walkout, school will remain in session and classes will continue.
- Students walking out will be counted absent for the period they are out of class. Parents or guardians will be contacted to determine whether a student's absence from class is unexcused or excused.
- If students approach school staff about such matters, we will inform the students that school walkouts are not approved activities because, over time, they could be very disruptive to the educational process.

STUDENT DISCIPLINE BOARD POLICY

The following information is from LB 1250, LB 658, and LB 900 and Revised Nebraska Statutes 79-254 to 79-294 as cited from the Student Discipline Act effective July 19, 1996. (*Reprinted from rules established under School Board Policy 505.03.*)

EMERGENCY EXCLUSION, SHORT-TERM OR LONG-TERM SUSPENSION, EXPULSION, MANDATORY REASSIGNMENT, AND/OR ALTERNATIVE EDUCATIONAL PLACEMENT

1. The purpose of this policy is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective

- educational process. The sanctions defined in this policy shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of the State of Nebraska and of the United States and in recognition of the right of every student to public education. Emergency exclusion, short-term or long-term suspension, expulsion, mandatory reassignment, and/or an alternative educational placement are extreme sanctions to be employed only when all available school resources are unable to cope constructively with student misconduct. Pursuant to the Student Discipline Act, any action delegated to the principal by this policy, the accompanying rule, or Nebraska law may also be performed by an assistant principal. Accordingly, any reference to the principal shall also mean an assistant principal.
2. The Board of Education hereby authorizes the emergency exclusion, short-term or long-term suspension, expulsion, mandatory reassignment, or alternative educational placement of any pupil from school for conduct prohibited by the Board's rules or standards established pursuant to the Student Discipline Act if such emergency exclusion, short-term or long-term suspension, expulsion, mandatory reassignment, or alternative educational placement complies with the procedures required by said statutes.
 3. As used in this policy, unless the context otherwise requires:
 - a. Long-term suspension shall mean the exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days;
 - b. Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) 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 (2) 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. Such action may be modified or terminated by the School District at any time during the expulsion period.
 - c. The expulsion of a student for (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 as provided in subdivision(s) of section 79-267 or (2) knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may 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. The expulsion of a student for the knowing and intentional possession, use, or transmission of a firearm, which for purposes of this section means a firearm as defined in 18 U.S.C. 921 as of January 1, 1995, shall be for a period of not less than one year. The School District may, as appropriate on an independent basis, modify the one-year expulsion period of a student for the knowing and intentional possession, use, or transmission of a firearm. This subsection shall not apply to (1) the issuance of firearms to, or possession of firearms by, members of the Reserve Officers Training Corps when training or (2) firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.
 - e. 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 examiner after the hearing examiner 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 examiner that the student be readmitted for the upcoming school year. If the 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.
 - f. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.
 - g. Alternative educational placement shall mean an individualized learning program to enable the student to continue academic work for credit toward graduation.
 4. Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy, 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; restriction of extracurricular activity; and 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.

5. Expulsion

- a. Any student may be excluded from school in the following circumstances, subject to the procedural provisions of Paragraph 6 of this Policy and, if longer than five school days, subject to the provisions of subsection c. of this paragraph:
 - i. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - ii. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- b. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described in subparagraph a. of this paragraph.
- c. If the Superintendent determines that such emergency exclusion shall extend beyond five days, a hearing shall be held and a final determination made within ten school days after the initial date of exclusion. The procedure for said hearing and final determination shall substantially comply with the provisions of the Student Discipline Act, with modification only to the extent necessary to accomplish the hearing and determination within the aforesaid shorter time period. Any such hearing shall be conducted pursuant to the procedures outlined in Paragraphs 9 through 12 of Board Policy 505.03.

6. Deny School

- a. A building principal and/or assistant building principal may deny any student the right to attend school or to take part in any school function for a period of up to five school days on the following grounds:
 - i. Conduct constituting grounds for expulsion as set out in this policy; or
 - ii. Any other violation of rules and standards of behavior adopted under this policy.
 - b. Such short-term suspension shall be made only after the principal or assistant principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - c. Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him, an explanation of the evidence the authorities have, and an opportunity to present his version.
 - d. Within twenty-four hours or such additional time as is reasonably necessary following such suspension, the principal or assistant principal shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. The principal or assistant principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.
7. Pursuant to the authority vested in it by the Student Discipline Act, the Board of Education hereby establishes and adopts the following rules and standards concerning student conduct which are reasonably necessary to carry out, or to prevent interference with carrying out, the educational function of the District. No student shall:
- a. Use violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
 - b. Willfully cause, or attempt to cause, substantial damage to property; steal, or attempt to steal, property of substantial value; or engage in repeated damage or theft involving property;
 - c. Cause, or attempt to cause, personal injury to a school employee, to a school volunteer, or to any student (personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this rule);
 - d. Threaten or intimidate any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
 - e. Knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon including any imitation or look-alike object or material which can be reasonably considered, or mistaken for, a weapon or which is represented as a weapon and interferes with school purposes;
 - f. Engage in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance as defined in section 28-401; a substance represented to be a controlled substance; or alcoholic liquor, as defined in Section 53- 103; or be under the influence of a controlled substance or alcoholic liquor;

- g. Public indecency, as defined in Section 28-806, except that this subdivision shall apply only to students at least twelve (12) years of age but less than nineteen (19) years of age;
 - h. Sexually assaulting, or attempting to sexually assault, any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted, or attempted to sexually assault, any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree, as defined in Sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
 - i. Engage in any other activity forbidden by the laws of the State of Nebraska, which activity constitutes a danger to other students or interferes with school purposes;
 - j. Distribute or display material, printed or otherwise, on school property in violation of Rules 1320, 4116.21, 4216.21, 5145.3, or 6144.1 of the School District.
 - k. Smoke tobacco, gamble, or use obscene or profane speech;
 - l. Willfully fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel; including, without limitation, the refusal to show identification when asked to do so;
 - m. Dress or groom in violation of Rule 5132 of the School District or in such a manner as to cause an interference with school work, to create a classroom or school disruption, or to present a clear and present danger to a student's health or safety;
 - n. Participate in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity, or purpose;
 - o. Engage in any conduct where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students; employees of the District; or other persons on the school grounds;
 - p. Engage in any other conduct which may not be proscribed above, but which constitutes a substantial interference with school purposes, including, without limitation, repeated violation of any rules or regulations governing student conduct as established and promulgated by the Superintendent of the District or the student's building principal. The fact that a student is truant, tardy, or otherwise absent from school without authorization shall not be the basis of a suspension or expulsion action. Such activity shall be dealt with in compliance with Policy and Rule 5113 and applicable Nebraska law.
8. Student conduct constituting repeated violation of any of the rules set forth in subparagraph j. through p., inclusive, of paragraph 7, above, (if such violations constitute a substantial interference with school purposes), or student conduct in violation of any of the rules set forth in subparagraphs a. through i., inclusive, of subparagraph 7, above, shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act when such activity occurs on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event.
9. If a principal or assistant principal makes a decision to discipline a student by long-term suspension, expulsion, mandatory reassignment, or alternative educational placement, the following procedures shall be followed:
- a. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student and his or her parents or guardian, informing them of the rights established under the Student Discipline Act.
 - b. Such written notice shall include the following:
 - i. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, mandatory reassignment, or alternative educational placement, including a summary of the evidence to be presented against the student;
 - ii. The penalty, if any, which the principal or assistant principal has recommended in the charge and any other penalty to which the student may be subject;
 - iii. A statement that, before long-term suspension, expulsion, mandatory reassignment, or alternative educational placement for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges;
 - iv. A description of the hearing procedures provided by the Student Discipline Act, along with procedures for appealing any decision rendered at the hearing;

- v. A statement that the principal or assistant principal, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right 1) 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 2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - vi. A form on which the student, the student's parents, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal, assistant principal, Superintendent, or designee in person or by registered or certified mail as prescribed in 79-271 and 79-272, R.R.S., Nebraska; and
- c. When a notice of intent to discipline a student by long-term suspension, expulsion, mandatory reassignment, or alternative educational placement is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, mandatory reassignment, or alternative educational placement takes effect if no hearing is requested or, if a hearing date 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 (i) interference with an educational function of school purpose or (ii) a personal injury to the student himself or herself, other student, school employees, or school volunteers.
 - d. Nothing in this policy shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
10. If a hearing shall be requested within five school days or receipt of the notice as provided in paragraph 9 above of this policy, all procedures thereafter shall be governed by 79-269 to 79-292, R.R.S., Nebraska, with the Superintendent or designee being fully authorized to carry out any responsibilities directed to the Superintendent of the District by said statutes.
 11. Any decision which is appealed to the School Board pursuant to 79-285 shall be heard by a committee consisting of the Executive Committee or any three Board members appointed by the President for such purpose. The President may designate any such hearing to be before the entire Board if it is deemed appropriate.
 12. Any decision by the Board may be appealed to the District Court of Adams County, Nebraska, within thirty days after the service of the final School Board decision.
 13. All rules or standards which form the basis for discipline and any other rules or regulations governing student conduct as established by the Superintendent or building principal shall be distributed to students and their parents at the beginning of each school year and shall be posted in conspicuous places in each school during the school year. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.
 14. The Superintendent shall establish forms and rules for the implementation of this policy and shall assist the Board on a continuing basis in establishing and promulgating any additional or further rules or standards concerning student conduct which are reasonably necessary to carry out, or to prevent interference with carrying out, the educational functions of the District.
 15. The disciplinary procedure shall be subject to all applicable state and federal laws, rules, and regulations and to the extent that the foregoing procedures conflict with, or omit the requirements of, any such laws, rules, or regulations said requirements shall control as if set out herein.
 16. Law Enforcement
 - a. The principal of a school or the principal's designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city in which the school is located of any act of the student described in Section 79-267, which the principal or designee knows or suspects if a violation of the Nebraska Criminal Code.
 - b. The principal, the principal's designee, or any other school employee reporting an alleged violation of the Nebraska Criminal Code shall not be civilly or criminally liable as a result of any report authorized by this section unless (1) such report was false and the person making such report knew, or should have known, it was false or (2) the report was made with negligent disregard for the truth or falsity of the report.

Forms related to this Policy are available to parents as Exhibit A, Exhibit B, and a copy of the Hearing Procedure, as Designated in the Student Discipline Act.

CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT

BASIC RULES/DISCIPLINE/EXPECTATIONS:

The following rules are enforced at the middle school. No students will be permitted to:

1. Prevent a teacher from teaching.
2. Prevent another student from learning.
3. Engage in activities that are not in the best interest of that student or other persons in the school or that are unlawful in the state of Nebraska. When students break rules, teachers are encouraged to teach the correct behavior.

BEHAVIOR MANAGEMENT SYSTEM (BMS)

Students will be required to log-in to the BMS if they are not following established school routines. Each room has a computer where students are able to record the infraction and see the assigned consequence which is usually a 10th period. Students have an opportunity to use the classroom phone to call home and explain the situation at this point, or at any point throughout the day.

BEHAVIOR INTERVENTION SUPPORT TEAM (BIST)

BIST is the classroom behavior intervention tool used at HMS. When a classroom disruption occurs, a student is asked "Can you fix it?" If the student fixes his/her behavior, the student may stay in the classroom. If the student does NOT fix his/her behavior, the student is sent to the *safe seat*. When a classroom disruption occurs in the safe seat, the student is escorted by Administration to a *buddy room*. The student stays in the buddy room for the rest of the class period, then returns to his/her normal class schedule the following period. The student is required to *process* with his/her teacher before returning to the classroom for class. If a student does not process within two days of being sent to the buddy room, Administration will likely assign Private Dining or ALC until the student processes with the teacher.

10TH PERIOD

Tenth periods will last no longer than 4:00 p.m. unless the teacher has made an arrangement with the parent.

Tenth period will serve two purposes:

1. Students may be required to stay for 10th period for remediation of academic deficiencies.
 - a. If a student skips academic 10th period, Thursday Night School will be assigned. The only exception is when the student brings a parent note to school excusing them from the 10th period; the student then has one more opportunity to serve the 10th period. If the second-chance 10th period is skipped, Thursday Night School will be assigned. If Thursday Night School is not attended, ALC will be assigned.
 - b. If a student accumulates 10 or more academic ZAP 10th period skips in a quarter, the student will be placed on mandatory 10th periods everyday for the remainder of the quarter.
2. Students may be required to stay for 10th period for misbehavior consequences.
 - a. If a student skips a behavioral 10th period, an office 10th period will be assigned until 4:15 p.m. The only exception is when the student brings a parent note to school excusing them from the 10th period; the student then has one more opportunity to serve the 10th period. If a student skips this second-chance 10th period, an office 10th period will be assigned until 4:15 p.m. If a student skips the office 10th period, ALC will be assigned the following day.

ALTERNATIVE LEARNING CENTER (ALC)

Under the supervision of qualified staff members a room is set aside primarily as an ALTERNATIVE TO SUSPENSION. Students whose behavior reaches the point where it tends to disrupt the learning of others are assigned to the ALTERNATIVE LEARNING CENTER INSTEAD OF BEING SUSPENDED FROM SCHOOL. Students in the center receive considerable help with their studies while being denied contact with other students throughout the day. Such students are escorted when they have to go to the restroom and they are required to eat a sack lunch in the room. Poor behavior will result in an extension of the time in the center or possible out of school suspension. On occasion students may be placed in ALC for solely academic reasons. This quiet area and individual attention the student receives is meant to increase academic achievement.

Students will be required to complete a behavior analysis packet to be reviewed by their grade level counselor. When the student has completed his/her behavior analysis, the student will then be assigned an appropriate packet of work to do regarding the behavior which has placed them in ALC. Students will then be allowed to work on

regular schoolwork. Students will not be released from ALC until the behavior analysis and behavior learning packet is completed and the appropriate time set by administration has been served. Multiple placements in ALC during an academic semester may result in the student being assigned to a check sheet and/or parent participation at school with their student. Continued violations may result in out-of-school suspension, and the student will be required to serve the remainder of his/her time in ALC prior to returning to their regular classroom. Every student who is suspended will also be required to serve a transitional day(s) in ALC when returning to school.

CORPORAL PUNISHMENT

Law in Nebraska schools prohibits corporal punishment.

PARENT RIGHTS & RESPONSIBILITIES

For the purpose of establishing regulations on privacy rights of parents and students, the Board of Education of the Hastings Public School District, in compliance with Federal Law, has adopted Policy 507.01. You may obtain a copy of the complete Policy upon request at the Administrative Offices of the District, 1924 W A St, Hastings.

Among other matters, this Policy Provides: that any parent of a student or an eligible student may inspect and review education records of the student; the procedures to be followed by a parent or an eligible student who requests to inspect and review the education records of the student; a schedule of fees for copies, a listing of the types and locations of education records maintained by the School District and the titles and addresses of the officials responsible for those records; that personally identifiable information from the education records of a student shall not be disclosed without the prior written consent of the parent by the student, or the eligible student, except as otherwise permitted by Sections 99.31 and 99.37 of the Federal Regulations; that the Hastings Public Schools will disclose personally identifiable information from the education records of a student under Section 99.31 of the Federal Regulations to school officials having a legitimate educational interest and to officials of another school or school system in which the student seeks or intends to enroll; that personally identifiable information designated by the Hastings Public Schools as "directory information: under Section 99.37 of the Federal Regulations will be disclosed unless the parent of the student or the eligible student has informed the School District in writing within two (2) weeks after the commencement of the school year that such directory information is not to be disclosed with respect to such student, that records shall be kept and maintained by the School District, except as otherwise provided in the policy, which indicates requests for and disclosures of information from the education records of the student; that the record of such disclosures may be inspected by the parent of the student or the eligible student; and that when it is believed that education records are inaccurate or misleading or violate the privacy or other rights of a student, a request for their amendment may be made to the custodian of the records, and that if such amendment is not made the parent or the eligible student shall have a right to a hearing to be held and conducted in accordance with the Policy.

Complaints regarding purported violations by the School District or rights accorded parents and eligible students by the Federal Law or Regulations of the School district Policy should be submitted to the Superintendent of Schools of the Hastings Public Schools and may be submitted to the Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, Washington, D.C.

CONCERNS / COMPLAINTS

Concerns or complaints should be directed to the person closest to the problem. If in the classroom--the teacher: If on the playing field--the coach. If after discussing the matter it is felt that your questions have not been answered, please discuss with a counselor, an assistant principal, or principal.

INSURANCE

Policy 508.06 of Hastings Board of Education states: "The board does not assume financial responsibility for accidents or injuries to pupils engaged in school related activities." Each year we have a number of students who have various kinds of accidents. It is encouraged that each and everyone is protected by some form of health and accident insurance. Those who plan to actively participate in sports must have coverage. A health and accident policy will be available to those not already covered by some plan. It is important to remember that insurance is a family responsibility.

STUDENT FEES

Hasting Public Schools Board of Education authorizes the charging of fees to students as provided by the Public Elementary and Secondary Fee Authorization Act. All money collected from students for participation in extracurricular activities, postsecondary education costs, and summer school or night school shall be deposited in the Student Fee Fund. A waiver form will be available in the Superintendent's Office that will be required to be filled out by parents (guardians) when a student who qualifies for free or reduced-price lunches requests to have fees, supplies, or equipment costs waived. HMS Fees include:

1. Activity/Participation Ticket	\$35.00
2. 8 th Grade Computer Usage Fee	\$35.00
3. 8 th Grade Skills & Technical Science (STS) class	\$15.00
4. 8 th Grade Construction class	\$20.00
5. 8 th Grade Manufacturing class	\$35.00
6. Select Vocal Music Groups	Varies
7. Family and Consumer Science	\$10.00 Lab fee
8. Family and Consumer Science	\$5.00-\$20.00 Depending on the project selected
9. Instrument Rental	\$75.00

ACADEMICS

"A variety of assessments are used in the Hastings Public Schools, including ability tests, diagnostic tests, norm-referenced achievement tests, criterion-referenced tests (classroom, District-level, state-level, and federal-level), and classroom assessments. Teachers and leaders in Hastings Public Schools use the results of such quality assessment practices to adjust instruction and provide accurate information about student achievement. For further information on specific assessment practices that will affect your student, please contact the teacher or an administrator."

GUIDANCE PROGRAM & SUPPORT GROUPS

Guidance services are available for all students. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study tips, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Guidance classes are conducted on a weekly basis. Counselors visit classrooms and facilitate activities, which meet the needs of the students. In addition to these large group sessions, the counselors are available for small group and/or individual counseling.

Student support groups are offered throughout the school year. Groups have discussed topics such as self-awareness, anger control, stress management, divorce, school success, and peer relationships. Topics are selected depending on the needs determined by students, teachers, and counselors. Staff members will work with each group.

HOMEROOM

Each student will be assigned to a homeroom teacher and have time each day set aside to meet with homerooms. Students are encouraged to work closely with their homeroom teacher. Requests, problems, and concerns can and should be discussed with this special person. Weekly homeroom activities may include calendars, literacy activities, topic sharing, physical activity, CNN news, 8 Keys activities, awards, games, & working along with other students.

LIBRARY / MEDIA CENTER

(See the last page of this handbook for details of the HPS ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICES.)

The Library/Media Center is one of the most important areas in the school. Students who use the Media Center are expected to be quiet and courteous so that others may find this a pleasant place for reading, working, and/or studying. The Library/Media Center will ordinarily be open to students from 8:10 a.m. until 4:00 p.m.

Students should observe the following rules or regulations:

1. **CHECK OUT:** Books may be checked out for two weeks and may be renewed. However, some books, like references or books on reserve, may be checked out over-night ONLY. Students are responsible for materials they borrow from the library. If materials are lost or stolen, the person borrowing them will have to pay for them.

2. **SUPPLIES:** Many supplies for students to borrow or use are located in the library. Students may get colored butcher paper for bulletin boards and other projects. There are always supply items available for student use.
3. **COMPUTERS:** Computers are available for student use in the library.

MUSIC PROGRAMS

- **VOCAL MUSIC:** Exposure to the elements of music through a broad study of music including rock, jazz, pop, folk, classical, etc. Activities involve listening, voice, guitar, piano keyboard, as determined by student ability, potential and interest. Meets every other day for one full year.
- **BAND:** Students who select band usually have been members of this organization before, but anyone who has an interest in playing a band instrument may begin lessons by making arrangements with the director. Each band member must attend both an instrumental sectional class and the large group rehearsal. Meets daily.
- **ORCHESTRA:** Students who elect orchestra usually have started string study in the elementary school, but anyone who wants to learn to play violin, viola, cello, or bass may begin lessons by making arrangements with the director. Meets 5 times per 2-week cycle for a full year, plus one sectional per week, for a full year.
- **SELECT MUSIC GROUPS:** Minor 6ths, Show Choir, other select music groups, and Jazz Cats .
- **Note:** Students enrolled in band and/or orchestra will be enrolled for the entire semester unless the student and parent request to drop the class in the first ten school days of the semester.

PROGRAM OF STUDIES

Students not successfully completing requirements in English, science, mathematics, health, social studies, and exploratory classes either through regular school year activities or through those activities plus remediation in summer school may be retained in the middle school for the following school term.

GRADE SIX

ENGLISH	SCIENCE	MATH	READING
SOCIAL STUDIES	PHYSICAL EDUCATION	MUSIC	*Keyboarding
*Art	*World Cultures	*FACS	*Orchestra and/or Band

GRADE SEVEN

ENGLISH	SCIENCE	MATH	READING
SOCIAL STUDIES	PHYSICAL EDUCATION	MUSIC	*Computer Applications
*Art	*World Cultures		*Skills & Technical Science (STS)
*Orchestra and/or Band			

GRADE EIGHT

ENGLISH	SCIENCE	MATH (Pre-Algebra or Algebra)
SOCIAL STUDIES	MUSIC	PE and HEALTH (one semester)
READING	*Robotics	*Orchestra and/or Band
*Art	*FACS	*Manufacturing
*Construction		*Skills & Technical Science (STS)

ACTIVITIES

Students who become involved in school activities typically do better in their classroom performance. For this reason, students are STRONGLY urged to participate in one or more school activities. Those who are involved in a variety of activities do better academically and socially. Students must attend school in the p.m. for a minimum of three (3) class periods to be eligible to participate in after school activities, including practice. This also includes 8th Grade Promotion on the last day of school.

ELIGIBILITY

Any student failing one or more classes is required to attend after school interventions before practice. Grades will be checked and students in academic trouble will be required to stay after school with a teacher before reporting to practice.

Any student assigned in school suspension (ALC) or out of school suspension is not allowed to participate in extra curricular activities during the suspension; the only exception is if the after school activity is part of a class grade.

Any student whose habits or conduct both in and out of school are such to make him/her unworthy to represent the school as intended by these regulations shall be rendered ineligible. Ineligibility time will be determined by the severity of the action as determined by the head coach or school administration.

Examine the schedule of activities below along with necessary information about how to get involved!

DANCES

Students may not attend a school dance if they have an absence or in school suspension on the day of the dance. Students who have been out of school suspended during the current academic semester are also not allowed to attend. Only current HMS students may attend dances. While attending dances, students should dance in an appropriate manner. Suggestive dancing and public displays of affection will not be permitted and may result in removal from the dance and/or additional disciplinary action.

8th GRADE PROMOTION

Any student serving an in school or out of school suspension on the day of promotion will not be allowed to participate. Students must attend school in the p.m. for a minimum of three (3) class periods to be eligible to participate in the 8th Grade Promotion. "Participation in commencement exercises is a privilege, not a right." (See Board Policy 0611.09).

WEDNESDAY ACTIVITIES

Wednesday night has been designated as an evening free of school activities. No school functions are scheduled for students after supper on Wednesday night. Students will be finished no later than 6:00 p.m. on Wednesday.

ATHLETICS	COACH OR SPONSOR	WHEN TO PARTICIPATE
Football (8 th)	Mr. Adams, Mr. Knapple, Mr. Drake	One week before school begins
Football (7 th)	Mr. Runcie, Mr. Lauters, Mr. Hollister	One week before school begins
Cross Country (7 th / 8 th)	Ms. Moran, Mrs. Miles	One week before school begins
Volleyball (8 th)	Mrs. Buderus, Ms. P. Johnson	One week before school begins
Volleyball (7 th)	Mrs. Haase, Mrs. Hepner	One week before school begins
Wrestling (7 th / 8 th)	Mr. Miller, Mr. Fraser, Mr. Kiplinger	Sign up end of October
Girls Basketball (8 th)	Mrs. Kuhlmann, Ms. Speak	Sign up end of October
Girls Basketball (7 th)	Mr. Rosno, Mrs. Ochsner	Sign up end of October
Boys Basketball (8 th)	Mr. Hepner, Mr. Drake	Sign up middle of December
Boys Basketball (7 th)	Mr. Rosno, Mrs. Ochsner	Sign up middle of December
Track (8 th)	Mrs. Johnson, Mr. Knapple, Ms. Kasperek, Mr. Trindle, Mr. Drake	Sign up in March

ACTIVITIES	DIRECTOR OR SPONSOR	WHEN TO PARTICIPATE
Band & Orchestra	Mr. Kellet, Mr. Beave, Mr. Bernard-Stevens	Register for band class
Drama	Ms. Jorgensen, Mrs. Atwater	Listen to daily announcements
Future Problem Solvers	Mrs. Caldwell	By Invitation

ACTIVITIES	DIRECTOR OR SPONSOR	WHEN TO PARTICIPATE
Quiz Bowl	Mr. White, Mrs. Ochsner, Mrs. Beave	Listen to daily announcements
Student Council	Mrs. Goracke	Elected by homeroom
Vocal Small Groups	Mrs. Janda, Ms. Klaus	Listen to daily announcements
Yearbook	Mrs. Kerr, Mrs. Beave	Sign up in September
Skills USA	Mr. Lindblad	Listen to daily announcements

ATHLETICS

The sports program is organized to include as many students as possible. Listed above is the Interscholastic programming available for students of Hastings Middle School. Hastings Middle School is a member of the Great Plains Conference, which consists of Hastings, Grand Island Barr, Grand Island Walnut, Grand Island Westridge, Kearney Horizon, Kearney Sunrise, and Columbus.

When your son or daughter is at an away athletic competition, he/she may not ride home with you unless you provide a note releasing your son or daughter to you. This note needs to be signed by the parent and a school administrator and given to the coach BEFORE the team departs for the away competition, **or** the parents must talk to the coach in person after the contest and sign a check-out sheet. If these procedures are not followed, the athlete will be required to ride back on the bus with the team.

DRAMA

The Drama Club meets regularly after school; in addition there are rehearsals before and after school for members of play casts. Every member is given an opportunity to appear in at least one public performance.

FUTURE PROBLEM SOLVERS

Students who want to learn how to do research, like to solve difficult social problems, and/or who can express themselves well orally are invited to try-out for the problem-solving team. The team will be entered in competition with students from other schools.

QUIZ BOWL

A test is given to determine who will be part of the quiz bowl teams. Students get to attend a competition and show their knowledge on a variety of subjects.

STUDENT COUNCIL

The Student Council is an important link between the student body and the administration of the school. It sponsors the service and social activities of Hastings Middle School. The officers consist of a president, vice president, secretary and treasurer. Seventh grade students elect officers in the spring. In order to run for a Student Council Office, a student must be in good academic standing. Also any student who, during the previous year, engaged in any action which brought significant embarrassment to the student and/or the school (Any violations related to drug, alcohol, or tobacco, or some action that resulted in out of school suspension) shall not be permitted to run for any student body office.

AWARDS

At the culmination of each school year, awards are presented to students by their team of teachers to recognize all the ways students have participated in their experience at HMS. A few of the awards include:

ATTENDANCE

Perfect attendance is awarded to students who have attended school every day and have not been tardy to school during the school year. Outstanding attendance is awarded to students who have missed two days or less and have not been tardy to school during the school year.

HONOR ROLL

An "HONOR ROLL" of students who maintain at least a 3.5 grade point average in all courses is compiled at the end of each quarter. Those students who earn "straight 4's" receive special recognition. If a student receives a grade lower than a "2", he or she will not be eligible for the Honor Roll.

PARTICIPATION IN ACTIVITIES

At the culmination of activities, awards will be presented to the participants. Participation awards will be given for most groups, drama, yearbook, student council, athletics, and future problem solvers.

PRESIDENTS AWARD FOR EDUCATIONAL EXCELLENCE

The Presidents Award for Educational Excellence is a certificate signed by the President, the Secretary of Education and the school principal. Criteria for this prestigious award is based on a combination of the student's cumulative grade point average and achievement test scores which must be at or above 85% in either total reading or total math.

S.C.S. AWARD

The S.C.S. Award is the most coveted award given by the Hastings Middle School. S.C.S. stands for Scholarship, Citizenship, and Service. The purpose of this award is to recognize students who have been exemplary in these three areas while in attendance in our school. Students must have a 3.5 GPA for 1st semester and 3rd quarter to be eligible. To be considered for this award, students must complete a form listing service involvement in school and community activities. Students not submitting the service list will not be considered for this award. S.C.S. letters are awarded to the top fifteen percent of each class. The first time the award is earned students will receive a letter. Chevrons are only awarded for additional letters earned.

AREAS TO BE CONSIDERED IN RATING

- **Scholarship**
 - To be eligible students must have achieved a minimum 3.5 GPA in all courses by averaging the first semester grade with the third quarter grade.
- **Citizenship**
 - Takes constructive lead in classroom and school activities.
 - Influences others for good.
 - Shows initiative in studies.
 - Demonstrates highest standards of attitude toward honesty, reliability and fairness.
 - Cooperates willingly to help in positive ways.
 - Citizenship is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior.
- **Service**
 - Puts service to others above self-interest. Gives time, effort, talents, not for personal gain but for the class, school, community etc.
 - Performs committee or staff work.
 - Shows courtesy to teachers, students, parents and patrons.
 - Favorably represents the school in various activities.
 - Renders service through the school to the community.
 - Service is not based on classroom work, projects or activities for which grades or pay is given.
 - Example of service may include involvement in: Yearbook, Athletics (Interscholastic), Intramurals, Student Council, Club Involvement, Drama, Peer Helper/Youth Leader or any other Volunteer Work/Service Projects

HPS ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES

The use of electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of your privileges. Users are required to follow district policy and procedures and sign an acceptable use agreement with the school. Each school will present the Acceptable Use Policy to its Students and Parents and obtain signed acknowledgment of receipt by students and parents. The supervising staff member will determine what is appropriate use in accordance with the following guidelines, and may deny, revoke, or suspend your access. In the case of willful or repeated violations of this policy, violations which affect the rights of others, or if the supervising staff member feels a more severe penalty for violating this policy is appropriate, violations will be referred to the building principal, or assistant principal and may result in emergency exclusion, short-term or long-term suspension, expulsion, mandatory reassignment, alternative educational placement or such other discipline as may be provided by law. Any such discipline shall be imposed in the manner provided by school policy and applicable law. Violations, which constitute a violation of local, state or federal law, rule or regulation, will be referred to law enforcement officials.

The computer network and access to the Internet is the property of the Hastings Public Schools (District) and shall remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of District computers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly and are complying with this acceptable use policy.

The District reserves the right to censor the content of materials that students can access on the Internet based on legitimate pedagogical concerns.

In addition to specific instructions from teachers or supervisors, the following guidelines shall be followed in connection with the use of the District's computers, network and related facilities:

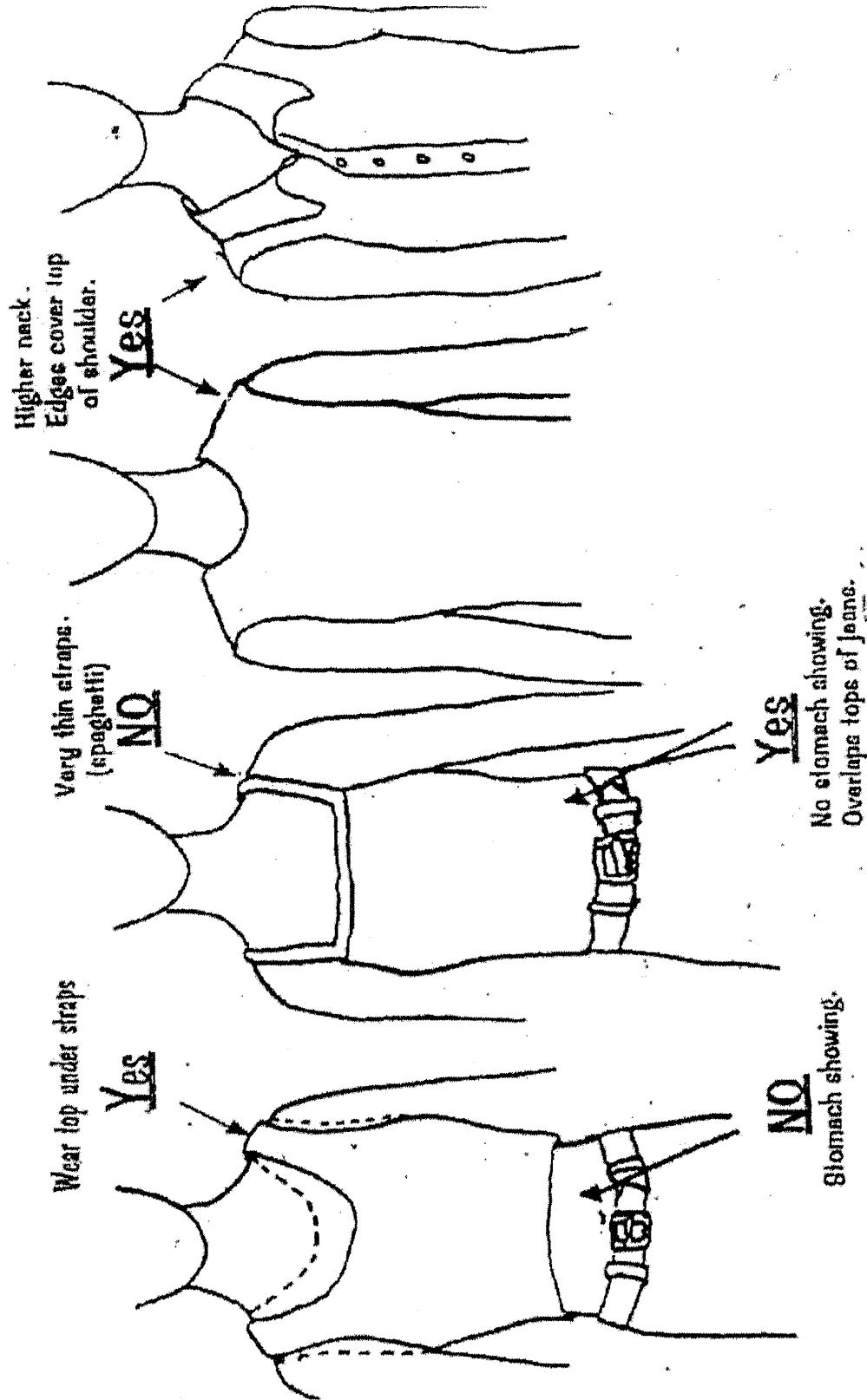
1. The use of your account and/or access must be consistent with the educational objectives of the Hastings Public Schools. Use of electronic resources for recreational games is prohibited.
2. To transmit or knowingly receive any materials in violation of any United States or state law, rule or regulation is prohibited. This includes, but is not limited to, the following: copyrighted material; threatening, subversive, harassing, pornographic or obscene matter; or material protected by trade secret.
3. The use of the network for financial gain, political lobbying, product advertising, or any commercial or illegal activity is prohibited. Use for personal and private business is also disallowed. Attempts to harm or destroy data of another or data, which resides anywhere on the Hastings Public Schools network, or on the Internet is prohibited. This includes but is not limited to the uploading or creation of computer viruses.
4. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Users will log in and log out correctly using their own names and passwords.
 - b. Curricular use will take precedence over independent use.
 - c. Use appropriate language. Be polite. Do not be abusive in your messages to others. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. Do not swear, use vulgarities, or any other inappropriate language.
 - d. Do not reveal your full name, phone number, or home address, or those of other students.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. Network storage areas will be treated like school lockers, desks and other school property. In the event of suspicious activities, teachers, administrators, and district personnel may review all files and messages. Material relating to or in support of illegal activities will be reported to the authorities.
 - f. The sending out of "chain letters" is considered a misuse of the system and may result in the loss of the user's account.
 - g. Permission of the supervising staff member must be obtained before downloading files. Users assume all risks regarding the determination of whether a downloaded public domain program is permissible and should be distributed.
 - h. Users will not make unauthorized copies of software found on school computers, either by copying them onto their own diskettes or onto other computers through electronic mail, FTP or bulletin boards. Users will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.

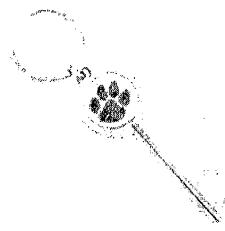
- i. Users must be reasonable in the amount of time they use the system. Be considerate of other users. Time limits may be imposed.
5. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or computer system. These include, but are not limited to: spreading viruses, forging e-mail, attempted "hacking" into restricted systems, and/or attempting to use administrative commands.
6. Students may not vandalize technology by destroying data or software, or disassembling any technology equipment. Any student involved may be held responsible for all damages, including workstation repair and lost student time. Violations of these guidelines may result in detention, suspension or lost use of all technology equipment. Students may not access websites prohibited by the District's firewall.
7. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the use of an account are the responsibility of the account holder. Misuse may result in disciplinary action. Misuse may include, but is not limited to:
 - a. Trespassing in another's work or files
 - b. Giving out your password or the password of others
 - c. Attempting to login to another user's account
 - d. Failure to notify supervising staff of a security problem.
8. Users noticing a security or ethics issue must notify the supervisor/administrator immediately.
9. Users will not waste or take supplies such as paper, printer cartridges and toner that are provided by Hastings Public Schools.
10. The use of technology to improve or meet curriculum objectives is a privilege, which requires users to exhibit responsible behavior.

Each school shall have the right to adopt such additional rules regarding electronic resources as may be appropriate for their individual circumstances. When such rules are distributed with or in the same manner as this policy they shall become a part hereof and a violation of such additional rules shall constitute a violation of this policy.

TANK TOP POLICY

(enriches policy applies to boys)





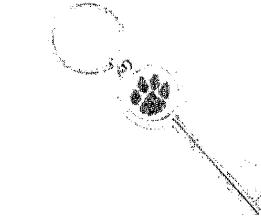
TIGER REWARD LOG

"Through the 8 Keys of Excellence, I'm becoming a person who lives with respect, responsibility, integrity and compassion."

Student Name: _____

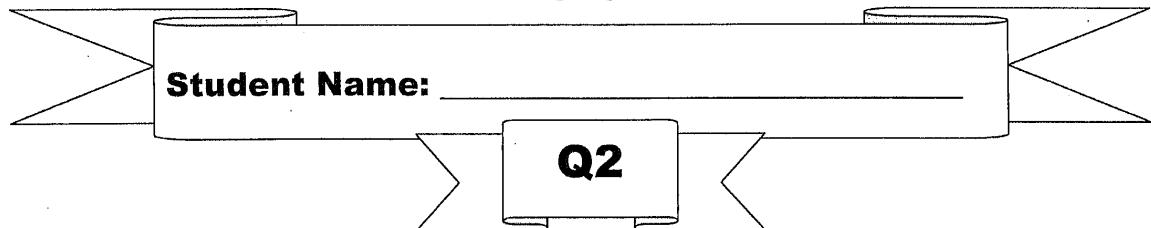
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TIGER REWARD LOG

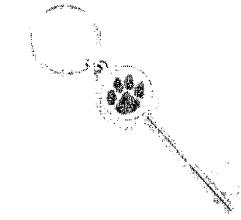
"Through the 8 Keys of Excellence, I'm becoming a person who lives with **respect, responsibility, integrity and compassion.**"



Student Name: _____

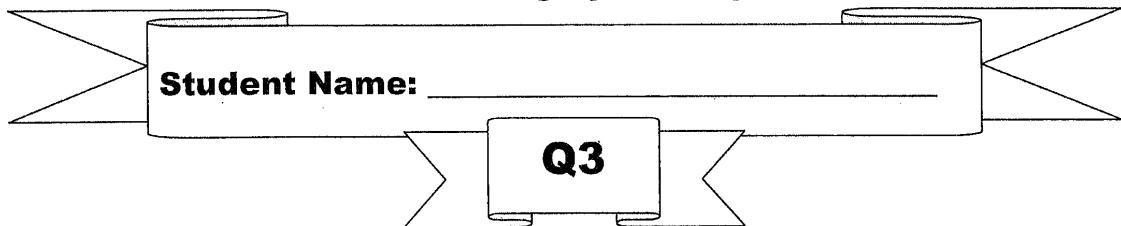
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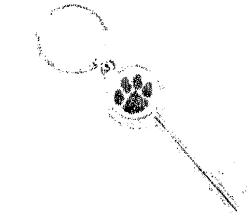


TIGER REWARD LOG

"Through the 8 Keys of Excellence, I'm becoming a person who lives with respect, responsibility, integrity and compassion."



Date	Class	Comments	Student Initials	Teacher Initials
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TIGER REWARD LOG

"Through the 8 Keys of Excellence, I'm becoming a person who lives with respect, responsibility, integrity and compassion."

Student Name: _____

Q4

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