

**HANDBOOK ACKNOWLEDGEMENT**

Dear Parent/Guardian and Student:

The **Student/Parent Handbook** contains the policies adopted by your school board over a period of years in regard to standards of conduct and student activities. Parents should read the **Student/ Parent Handbook** for a fuller explanation of the guidelines for students of Hastings Senior High School. All of these policies should be read carefully and discussed with your child. We appreciate your understanding and cooperation in this manner.

**ACKNOWLEDGEMENT**

I have read and I understand the School Board policies on Student Behavior and Student Activities. I acknowledge that my child shall be held accountable for the behavior and consequences outlined in the **Student/Parent Handbook** at school, and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the student code of conduct as set forth in the **Student/Parent Handbook** shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

PARENT'S/GUARDIAN'S SIGNATURE \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

I have read and I understand the School Board policies on Student Behavior and Student Activities. I acknowledge that I shall be held accountable for the behavior and consequences outlined in the **Student/Parent Handbook** at school, and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the student code of conduct as set forth in the **Student/Parent Handbook** shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

STUDENT'S SIGNATURE

PLEASE PRINT NAME

DATE

## IMPORTANCE OF HANDBOOK

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be 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. A copy of student rules and regulations can be found posted in the main hallway by the library of the High School and in a display case located near the counseling center. All students are encouraged to read and familiarize themselves with these rules and regulations.

### A MESSAGE FROM THE PRINCIPAL

August 2024

Dear Students, Parents/Guardians, Faculty & Staff

Welcome to the 2024-2025 school year! I am very excited to have everyone back for the school year! We are eager to build off of the successes over the past two years and are elated to continue working with all students, parents/guardians, faculty, staff, and community members! Heads up! There has been a revision to our attendance policy for this school year, therefore, please take the time to review the handbook and understand this change. As we move into a new school year it is important to know that we take the safety of ALL very seriously and make it a priority to ensure everyone has a great experience at Hastings High School. There are expectations that will need to be met and they are simply to be present, find your passion, be teachable, learn and grow, and have fun! Let's have an awesome school year! Let's Be 1% Better Everyday! Remember everyday is a Great Day at Hastings High! Go Tigers!

Hastings Senior High School's School Improvement Goal is to increase rigor and relevance so every student is college/career ready. In order to meet our School Improvement Goal we will continue to work together in order to:

- Increase Daily Average Attendance with Decreasing Chronic Absenteeism
- Increase HHS's graduation rate
- Increase HHS's composite ACT scores

At Hastings Senior High School, we believe in every student and ALL MEANS ALL. We will promote a healthy school culture with high expectations both academically and behaviorally. We will implement and teach a guaranteed and viable curriculum to ALL students. We will intervene to re-teach, provide extra support, and assist each and every student to ensure they know and are able to do Power Essentials and Learning Targets.

There are the expectations for every student:

1. **Be Present!** Attend School and your classes. It is hard to learn when you are not here ready to learn each day.
2. **Find your Passion!** When you find your passion you have a reason to come to school and learn. Hastings High has so much to offer and every student here can find their passion in and out of the classroom. This means, get involved in co-curricular programs and extracurricular activities including athletics, fine arts, and clubs. Students who are involved in co-curricular and extracurricular activities do better academically and are happier and enjoy being at school compared to students who do not.
3. **Be Teachable!** Students can do this by being ready to learn each day and by building healthy and positive relationships with their peers, teachers, counselors, coaches, and administrators.
4. **Learn and Grow!** When Students are present, find their passion, and are teachable they put themselves in a position to learn and grow! It is ok to fail and failing in life is a part of the learning and growing process. Advocating for yourself is also a part of the learning and growing process. When you need help, ask your

teachers, counselor, coaches, sponsors, assistant principals, or myself. We want to help you be successful and enjoy your experiences at Hastings Senior High School.

5. **Have Fun!** Simply find ways to plug into the school and enjoy all the opportunities that Hastings High has to offer!

The 2024-2025 Hastings Senior High School Handbook/Planner is a resource to provide guidance and direction for this school year. Students are required to know what is in the 2024-2025 HHS Student Handbook/Planner at all times. By doing so, students will increase their potential for success and will help make Hastings Senior High School a safe and orderly learning environment.

I encourage you to communicate with Hastings Senior High School when you have questions and concerns. Communication and partnership will be an important part of your time here at Hastings Senior High School. We encourage you to contact teachers, guidance counselors, and administrators when you have questions and concerns.

Everyday is a Great Day to be A Tiger! Be 1% Better! @every1atiger #TigerP.R.I.D.E. #every1atiger

Mr. Jeff Linden, Ed.S.  
Principal  
Hastings Senior High School

## INTRODUCTION

### MISSION & VISION . . .

Our mission is to ensure that **all** students successfully complete high school and are prepared for future endeavors by providing a safe, supportive, and intellectually challenging environment committed to the values of **Tiger PRIDE**.

We . . .

- . . . believe in the ability of all students to succeed
- . . . believe in the strength of unity
- . . . believe we are all responsible
- . . . embrace the diversity of our learning community
- . . . work with stakeholders to facilitate each student's vision for success
- . . . collaborate in systematic collective inquiry to ensure student learning
- . . . believe in a data-driven process
- . . . will do **whatever it takes** to achieve these beliefs

### The Tiger PRIDE

Our Hastings Senior High School Pledge was developed to reinforce the school's Mission, Vision, and Value Statements. Tiger PRIDE clearly identifies the roles of parents, students, and staff members in providing the best learning opportunities within the school-community.

As a Tiger Guardian, I will...

1. Share my education/behavior expectations with my student and reinforce positive learning habits at home.
2. View school communications as two-way and contact staff members without hesitation.
3. Participate in school-related activities that support my student's learning efforts and assist my student in becoming a life-long learner.
4. Encourage my student to take an active role in the school-community.
5. Create an environment that is safe, secure, and conducive to learning.
6. Embody TIGER PRIDE.

As a Tiger Student, I will...

1. Communicate with my parents as often as possible.
2. Attempt to understand school concepts to the best of my ability.
3. Create an environment that is safe, secure, and conducive to learning.
4. Manage my time wisely.
5. Take an active role in planning for my future.
6. Play an active role in my school-community.
7. Embody TIGER PRIDE.

As a Tiger Staff Member, I will...

1. Communicate with parents about the academic, behavioral, and learning progress of students.

2. Assist parents with monitoring coursework and school expectations.
3. Encourage and provide opportunities for parents to participate in the school-community.
4. Create an environment that is safe, secure, and conducive to learning.
5. Engage students in a rigorous, challenging, and student-centered curriculum.
6. Embody TIGER PRIDE.

## **Hastings Senior High School Collective Commitments**

- We will develop curriculum and instructional strategies designed to promote active involvement of students, considering their individual abilities, talents, and experiences.
- We will assist each student in his or her transition into high school, through high school, and beyond by monitoring his or her progress and offering guidance and support services tailored to individual needs.
- We will collaborate with one another to create conditions that provide equity and promote student success.
- We will provide a supportive school atmosphere, characterized by caring and respect, where students and staff feel emotionally, physically, and intellectually safe.
- We will hold high expectations for student achievement and character and will guide students to make responsible choices for their lives and the learning process.
- We will communicate with parents and each other about students and encourage parents to be positively involved in their children's education.
- We will act in a professional manner with integrity and honesty to support the direction and decisions of our learning community.

Based on Eaker, Robert (2008-06-01). *Revisiting Professional Learning Communities at Work: New Insights for Improving Schools* (Kindle Locations 6603-6615). Solution Tree. Kindle Edition.

## **Hastings Senior High School Goals**

"Increase rigor and relevance so that every student is college and/or career ready."

- Increased literacy and numeracy in all subject areas due to improved instruction and increased engagement.
- Increased awareness and preparation for the transition to college and/or career.
- Increased demonstration of the behaviors for school and work success.

## **STUDENT RECORDS PRIVACY RIGHTS OF PARENTS AND STUDENTS**

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; 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 of 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 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 record, 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 of rights accorded parents and eligible students by the Federal Law or Regulations and 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.

Total Text: Hastings Board of Education Policy 507.01

## **GENERAL INFORMATION**

### **AUDITORIUM**

The auditorium, stage and the lobby area of the auditorium are off limits to the students during the school day unless they are being directly supervised by a teacher or have written permission from a teacher.

### **BEVERAGES/FOOD**

Only non-carbonated water in a sealed drinking container will be allowed in the hallways and classrooms. All other beverages shall not be brought into the building.

Fast food is not to be brought into the school building. Food is not allowed in the classroom **without prior administrative approval.**  
**Food and drink purchased from the cafeteria shall remain in the cafeteria.**

### **BREAKFAST**

Breakfast will be served daily in the HHS cafeteria from 7:30-8:30 a.m.

### **BUILDING AND CAMPUS HOURS**

The school building will be open from 7:30-4:00 p.m. Outside of these hours students must be under the direct supervision of a staff member.

### **CARE OF BUILDING/GROUNDS**

We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

### **CARE OF SCHOOL/PERSONAL**

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

Please do not bring large amounts of money to school. Any valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money, cell phones or other articles.

### **CHANGE OF ADDRESS/PUPIL INFORMATION**

If your last name, street address, **email address**, or telephone number changes at any time during the school year, please notify the office immediately. This is very important in keeping our records up to date and also being able to contact a parent or guardian in the case of an emergency.

### **SAFETY DRILLS**

#### **Fire Drill**

The signal for a fire drill is the sounding of a fire alarm. Your cooperation is needed in order to clear the building as efficiently and safely as possible. Follow the directions posted in each classroom for an evacuation route.

#### **Tornado Drill**

The signal for a disaster drill will be given by voice over the intercom. School personnel will give directions for students and staff to move to safe areas.

### **Lockdown Drill**

The signal for a disaster drill will be given by voice over the intercom. School personnel will give the directions for students and staff to lock interior doors, turn out lights, move out of sight and maintain silence.

### **Secure Drill**

The signal for a disaster drill will be given by voice over the intercom. School personnel will give the directions for students to come inside and lock all perimeter doors.

### **Evacuate Drill**

The signal for a disaster drill will be given by voice over the intercom. School personnel will give the directions for students to follow their teachers to the designated evacuation area.

## **DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

The Hastings Public School District does not illegally and unjustly discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth, sexual orientation or gender identity, or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Student, :Director of Special Education, 1515 W 8th Street, Hastings, Nebraska, 68901, 402-461-7516 Employees and Others: Director of Human Resources and Operations, 1515 W 8th Street, Hastings, Nebraska, 68901, 402-461-7501 Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **Publication of Student Pictures and Products**

From time to time, your student may have occasion to be photographed for the newspaper, television, or Internet web pages. Frequently, the news media will 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, in the newspaper, or on the Internet.

Students also have the opportunity to have works of art, research, or creative writings displayed through the media or Internet web pages. Exhibiting student works in this manner is viewed as a form of electronic publication.

Hastings High School may disclose directory information from time to time. Remember directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

These types of items will be disclosed, should such an occasion arise, unless the parent of the student or the eligible student has informed the high school Principal in writing within two (2) weeks after starting school at Hastings Public Schools that such information is not to be disclosed with respect to such student.

### **DRESS CODE**

The atmosphere of the school is dedicated to the business of learning. Students' appearances contribute to a positive atmosphere. Any clothing that detracts from the educational process or that is offensive in nature is prohibited. The following guidelines have been established to assist students in determining what is proper attire.

1. Clothing that disrupts learning\* is not appropriate for school and students will be asked to change their clothes. Provocative clothing is inappropriate as well.

Examples of clothing that disrupts learning include:

- a. apparel that allows a bare midriff
  - b. apparel that allows undergarments to show (i.e. baggy or low rise jeans or pants, bra straps under skimpy tops)
  - c. tank tops with spaghetti straps or halter tops
  - d. sleeveless tank tops/undershirts
  - e. extremely short shorts or short skirts or skirts with provocative slits (Shorts, skirts and shorts must be at least cover the entire buttocks)
  - f. necklines that are provocative
  - g. costumes, costume make-up and pajamas (onesie) are not allowed
2. Clothing or body tattoos with printed wording, pictures or designs which advertise or promote alcohol, tobacco, weapons, or drugs, or which carry any derogatory connotations, profanity, gangs, and/or sexual innuendo are prohibited. Pictures and/or printed wording on clothing that conflict with board policy or school curriculum will not be permitted.
  3. Shoes, boots, sandals or moccasins must be worn at all times. (Slippers are not appropriate footwear)
  4. Hats, hoods, bandanas, and sunglasses are not to be worn in the school building. They must be placed in the student's locker during the school day.
  5. Only a school issued computer bag will be allowed in the classroom. All other purses, bags, and lunch bags will be kept in your locker.
  6. Spiked jewelry or chains that are considered dangerous are prohibited.

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 in violation of the dress code policy will be confiscated by the administration and held until the item is cleaned and returned. Students with inappropriate tattoos will be asked to have them covered at all times during the school day and at school activities. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation of the dress code policy to the office. Principals will have the final authority in determining the appropriateness of student attire.

## **ELECTRONIC DEVICES**

Hastings Senior High School finds that unrestricted use of personal electronic devices during the day interferes with the educational mission of Hastings Public Schools and lowers student performance. In order to enhance the learning environment for students and teachers, and to create consistency across the school the following policy will be enforced.

Upon entering a classroom, the student shall place any personal electronic device into a storage compartment for direct instruction. A personal electronic device is defined as any electronic device not provided by the school and includes but is not limited to, a cell phone, tablet, smartwatch or ear buds. The storage compartment will be provided to hold the electronic devices separately for each student to provide easy identification and maintain privacy. While in the storage compartment, the electronic device shall be turned off, placed on do not disturb mode, or otherwise configured to not make noise, vibrate, or flash lights.

During instructional time, a student shall not possess or use electronic device(s). The teacher may grant permission for an educational purpose or during work time.

Any personal electronic device that is not placed in the storage compartment will be confiscated upon detection. Failure to give the item to a staff member, when asked, will result in further disciplinary action.

Students may use cell phones and other like devices in the hallways during passing periods and in the cafeteria during their lunch period. If a student is in a study hall class and on the D and/or F list, they must place personal electronic devices into the storage compartment upon entering.

Cell phones and other like devices may not be accessed in any locker dressing room area at any time. Cell phones should be put away in their locker.

The item will be turned in to the office where the following consequences will be assigned:

1st offense –1 hour detention assigned, student can pick-up after serving the detention or parent pick-up

2nd offense - 1 hour detention assigned, and requires parent pick-up

3rd or more offense - may include the following; detention, loss of privileges, holding the electronic device for an extended period of time, ISS, OSS

Students will not be allowed to use personal computers/laptops during the school day.

In case of an emergency please contact the HHS office at 461-7550 and information will be passed to the student. Parents are asked not to contact students using cell phones during school hours.

Students being interviewed by administration related to possible misconduct or inappropriate behavior may be asked to give their cell phone or other like electronic device to administration until the investigation is complete.

#### **Inappropriate Use of Technology that Transmits Digital Images**

The inappropriate use of devices capable of transmitting images, recordings and video can create a risk factor in locker rooms, restrooms, private areas, classrooms and other locations where students and/or staff have a reasonable expectation of privacy. Inappropriate use of such items will result in suspension or expulsion from school.

#### **HALL PASSES**

All students will be expected to use e-hallpass in order to access hall privileges for drinks, bathroom and locker use. Students will be limited to 2 student requested hall passes per school day.

Not using the system will result in a 1 hour detention.

Teacher/Counselor/Administration issued passes will not count for pass allotment.

#### **HEAD LICE**

Families are encouraged to report head lice to the school health office. The school nurses are available to answer questions regarding treatment.

When live lice are found on a student, the parent/guardian will be notified. Students will be sent home to begin treatment. Same day treatment and removal are necessary to limit time out of school. Students can return to school as soon as a shampoo treatment has been done. Upon return to school, the student must report to the health office for inspection, if the student still has head lice, the parents/guardians will be notified and encouraged to come to the school for additional instruction and set up a plan of care to include the assistance of the school nurse/health office. Combing and removal will be a joint effort between the parent and nurse. Rechecks of hair will be done 7-10 days following shampoo treatment and completion of nit removal to ensure lice/nits are gone. Parents should check students' hair a minimum of every two weeks during the school year. Repeated cases of live lice at school may lead to exclusion from school until the student is lice free.

#### **PBIS EXPECTATION**



**PLEASE PLACE INSERT HERE**

## **LOCKERS**

All students will be assigned a school locker and are asked to only use their locker. This locker is the property of the school, although the school is not responsible for losses from lockers, whether locked or not. It is recommended that students not give their locker combination to other students, nor use or allow other students to use a locker that is not assigned to them. Freshmen and sophomore students may have to share a locker.

Students who choose to place their own lock on their locker must give the combination to the office.

## **LUNCH**

Freshmen and sophomores are required to remain on campus during their lunch period. Attendance is required and recorded in the cafeteria. Parents of freshmen and sophomores may pick up their students for lunch by checking them out of the office, in person.

Juniors and Seniors are eligible for an open-campus lunch privilege. Those choosing to exercise this privilege must leave campus. Upperclassmen choosing to stay on campus for their lunch period may either report to the cafeteria for lunch or to the library. Upperclassmen are asked not to loiter in the school building during their lunch period.

Juniors and Seniors that show unsatisfactory academic progress or lose open campus privileges may be given private dining. If a Junior or Senior is assigned to private dining they must report to a designated room for that period. Students are to bring study materials with them to private dining.

Fast food is not permitted in private dining.

Students that do not report to the cafeteria or private dining will be considered truant and insubordinate. Their consequences may include, but are not limited to Loss of Privileges, ISS, or OSS.

Remember: Open Campus Lunch is not a right. Protect your privileges.

## **LUNCH RULES**

Students in the lunchroom must remain in the lunchroom. No students (even upperclassmen) are allowed to leave the lunchroom without permission before the lunch period is over. Food and drink are to remain in the cafeteria. At times it may be necessary to revoke a student's cafeteria privilege. If this occurs the student will be assigned to a designated room to eat lunch. Students assigned private dining will report to an assigned room and not the cafeteria, and will be given a sack lunch.

Students that do not report or are late to private dining will be considered truant and insubordinate. Their consequences may include, but are not limited to Loss of Privileges, ISS, or OSS.

## **POWER LUNCH**

Students will be given a cafeteria account number. This number will appear as a barcode on each student's ID card. This number will record the lunch/breakfast purchases and maintain a balance of funds left in student accounts for meal purchases. The cafeteria staff will verbally remind students when they have reached a negative balance. Deposits to lunch **accounts** can be made daily at the Senior High school cafeteria or online through the Hastings Public website. Lunch account information can be accessed online at [http:// 204.234.58.199/public/](http://204.234.58.199/public/)

## **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 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 requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

This institution is an equal opportunity provider.

### **POSTERS & ANNOUNCEMENTS**

An administrator must approve any posters or announcements to be displayed in the hallways at Hastings Senior High or read over the intercom. Activities not sponsored by the Senior High will be limited to one poster, must be approved by an administrator, and will be placed in a designated location. Posters must be removed at the conclusion of their use.

### **PARKING**

Students need to understand that parking on school property is a privilege afforded to students. Certain conditions are attached to that privilege. Students who fail to uphold those conditions will be subject to disciplinary action and/or loss of parking privileges. Students found to be parked illegally will be issued a parking ticket and assessed a \$10 fine. Cars can also be towed at student's expense. Circumstances may arise where no warning is necessary for the vehicle to be towed.

The Conditions are as follows:

1. Students are required to register their vehicles with the office the first week of school. Non-registered vehicles will be ticketed. Spaces will be taken on a first come / first served basis each day. The following exceptions apply: a) the automobile lots assigned to staff, which include circle drive, b) the lot directly north of the cafeteria, c) center of the west parking lot, and d) the southeast portion of the east parking lot.
2. No car is to be parked improperly, taking more than one spot.
3. No car is to be parked on a curb; island, lane or any area marked "no parking".
4. Students will be ticketed for parking in areas designated for staff or other numbered spaces.
5. Students are to obey all traffic signals, signs and markings on campus.
6. Students are not to litter the parking lot or grounds.
7. Speeding or reckless driving is prohibited. The speed limit in all parking lots will be 5 MPH including circle drive.
8. Loitering in the parking lot is prohibited.
9. Parking on campus is at your own risk. The school is not responsible for any vandalism to theft of/from vehicles while in the parking lot.
10. In order to register a car for the Hastings Senior High parking lot, students will need to provide the following: valid driver license, proof of automobile registration and proof of insurance.

### **RELEASED TIME**

It shall be the policy of the Hastings Public Schools to release students during school hours for specific reasons. Release, which shall be premised upon the educational and/or career goals of the student and/or potential economic/social "hardships" must be approved by the building principal.

The building principal may release students during school hours on a regular basis for the following reasons:

1. To take course work from a recognized post-secondary institution.
2. To meet requirements established by certain career fields for entry into that specific career.
3. To complete on-site vocational job training dictated by the school.
4. To provide economic/social stability where economic/social hardships exist.
5. To provide safety for the student themselves and/or the student body of Hastings Senior High School.

The only other provisions that may be made to release students during school hours are for activities sponsored by the school.

### **SEMESTER FINAL EXAM SCHEDULE**

Semester exams will be given at the end of the semester times and dates will be determined by the administration. Any student wishing to take their semester finals in advance must make proper arrangements with the administration. No finals will be allowed to be completed after the scheduled time(s), without administrative approval.

## STUDENT COUNCIL

2024-25 Student Council Members

### Senior Representatives

Cori Barwick  
Keira Erickson  
Monte Faris\*  
Jaden Ochsner  
Jenna Ochsner  
Ruby Schardt  
Bianca Truong\*

### Junior Representatives

Yadriel Colindres Fonseca  
Madi Fielder  
Yami Guerrero  
Kaylee Kalvoda  
Azyra Montague  
Alivia Thom  
Renata Valencia Cortez

### Sophomore Representatives

Gracyn Bartos  
Hadley Buschow  
Timberlyn Foster\*  
Maddy Gordan  
Elody Hortsman  
Gabi Lind\*  
Georgia Pfeil  
Payton Powell  
Sophia Reynolds\*  
Mckenna Wheeler

### Freshman Representative

Lyla Adam  
Kylie Ansbach  
Jaxon Brooks  
William Clements  
Maverick Day  
Audrey Keilig  
Jaden Lim

\*officers

## 4320 Hours.

The time bomb starts ticking as soon as you walk through the doors as a Freshman. This is all the time you get in High school. Yet, many choose to waste what little time they have left as a kid. You don't need to be Prom Queen, get a 4.0 GPA, or become Football Captain, but knowing you tried makes all the difference when you look back. Getting involved can be as simple as supporting a school team by attending a student section, joining an extracurricular, or participating in a sport. It's never too late.

Trumping your High School outcome is your mental health. High school will be stressful, so take breaks, get enough sleep, and do things you enjoy. If you're feeling too overwhelmed, feel free to talk to someone.

Your friends, family members, teachers, and school counselors want you to succeed. Once you have prioritized self-care, your activities, academics, and sports start to fall into place.

Each year in High School, you will change. Whether you change by being kind to someone you don't talk to, starting a new activity, hitting a growth spurt, or making different friends, make it a positive experience. Everybody will change differently, no one High School experience is the same, so don't let the norms limit you.

**GO TIGERS!!!**

--- Montgomery Faris

Student Council President

### UNIVERSAL SCREENING

The District may conduct various screenings (such as universal screening) throughout the year to identify students with academic and/or behavioral issues. The District will communicate with parents/guardians of students who are identified by the screening process. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

### VIDEO SURVEILLANCE

Students and parents/guardians should be aware that Hastings High School has surveillance cameras monitoring various school building areas. School officials for discipline and safety purposes review camera recordings. Students should understand that their actions while in these areas will be recorded - and that they should have no expectation of privacy in these areas.

### VISITORS

Students will not be allowed to bring visitors to school with them. Parents are welcomed and are encouraged to visit school at any time. All visitors must enter through the main entrance and check in at the office. Friends /Relatives of students, former students, current Hastings Learning Center students, (as well as graduates, dropouts, suspended students, etc.) may not loiter in the school building or on the school grounds. This is a violation of state school law and trespassing laws.

### WHO TO CONTACT

Academic Concerns	Teachers/Counselors
Activities Information, School Calendar	Activities Director Principal
Appeals, Complaints	Principal
Attendance Procedures	Administrative Assistant
Attendance Appeals	Assistant Principals
Check Out	Main Office
Bills/Fines/Refunds	Main Office
Career Information and Planning	Guidance Office
Class Schedules/Registration	Counselors
Conduct/Discipline	Assistant Principals
Elevator Use	Main Office
Free and Reduced Lunch Information	Main Office
Grades	Main Office
Honor Roll	Guidance Office
Library Procedures	Library
Locker Problems	Main Office
Lost and Found	Main Office
Medical Problems/Illness	Nurse
Personal Concerns	Counselors
Principal Appointments	Principal's Secretary
School Insurance	Activities Director
Student Council	Mr. Fielder
Telephone Messages	Main Office
Theft/Vandalism	Main Office
Transfer/Withdrawal	Main Office
Transcripts	Main Office

## ACADEMIC SERVICES

### ALTERNATIVE EDUCATION

It shall be the policy of the District to offer an alternative education program to any student, grades kindergarten through twelve, expelled from the Hastings Public Schools. This programming shall enable students to continue academic work under the direction of a teacher holding a valid certificate. In grades nine through twelve, this academic work will be for credit. Credit hours will be determined on a semester hour equivalent basis. For students in grades nine through twelve, the program may consist of independent courses; courses arranged through the Hastings Learning Center, and/or continuation of some high school courses in which the student is enrolled. Final determination of coursework will be decided by the building principal. Students may receive tutorial support if showing progress towards completion of the assigned courses.

### ASSESSMENTS

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.

### STUDENT SCHEDULES

Hasting High School's school day is from 8:05-3:30 (M,T,Th,F) and 8:05-2:45 on Wednesday. Student schedules are built based on the master schedule and class sizes. We are unable to honor your requests to change class periods.

### CLASS STANDING

Students must pass a minimum number of credits to be considered advanced to the next grade (minimums must be met to earn privileges accorded to class standing):

Sophomore status requires	55+	credit hours
Junior status requires	110+	credit hours
Senior status requires	165+	credit hours

### GRADES

#### Grading Scale

The following grading scale will be used in all classes:

A 100-90

B 89-80

C 79-70

D 69-60

F 59-

#### Grading System

All class ranks and grade point averages will be determined by a weighted system. "Honors" classes will receive a value of 5 points for an A. "Regular" classes will receive a value of 4 points for an A. Summer school classes will be figured into the student's GPA after the fall semester of the following year.

#### Grade Reports

Grade reports will be mailed home regularly. The report card carries information regarding academic performance and attendance. All semester grades will be recorded on the student's transcript. Grades and attendance may also be checked on the power school website at <http://204.234.58.199/public/> Login and password information will be mailed home early in the school year.

#### Honor Roll

Two Honor Rolls are announced at the end of each semester. The A Honor Roll includes the names of all students carrying courses equivalent to 25 semester hours for that quarter and having a 3.5 grade average or above and no grade lower than a "C." The B Honor Roll includes the names of all students carrying courses equivalent to 25 semester hours for that quarter and having 3.0 to 3.49-grade average and no grade lower than a "C." All subjects are included in this average.

**Repeating Coursework**

Students may petition to repeat coursework for a stronger academic foundation and preparation for future coursework only if they earned a semester grade of "D" or "F" in the course. However, all semester work will be recorded on the transcript and computed in the student's overall grade point average and class rank.

**Other Restrictions and Requirements:**

Seniors must be enrolled for a minimum of 25 hours each semester, unless they qualify for a work release or have administrative approval. Juniors must be enrolled in a minimum of 30 hours and Freshmen and Sophomores a minimum of 35 hours each semester, or have administrative approval.

**Semester Exams**

- Will be given on the date and time specified unless given prior permission by an administrator
- There will be a final exam for all students in all classes
- Semester exams are cumulative
- There will be a semester exam schedule for 1st semester & 2nd semester
- A high school administrator must clear extenuating circumstances

**GRADUATION**

Students must meet all graduation requirements as established by Hastings High School in order to receive a diploma and participate in the graduation ceremony. Graduation is a formal ceremony. Attendance at graduation is not required.

Students that choose to attend and participate in Hastings Senior High School's Graduation Ceremony are allowed to wear the following attire and academic/activities symbols if they meet the standard:

- Graduation cap, gown, and tassel
- National Honor Society Hood
- Summa Cum Laude - Orange and black honor cords are awarded to seniors with a 4.0 or above GPA
- Magna Cum Laude - Orange and white honor cords are awarded to seniors with a 3.75-3.99 GPA
- Cum Laude - Black and white honor cords are awarded to seniors with a 3.50-3.74 GPA

The aforementioned articles of clothing and academic/activities symbols are the only attire students can wear during the Graduation Ceremony.

**Graduation Requirements (Minimum) - 225 Semester Hours** Including the following specific requirements:

Department	Sem.Hours	Level	Class	Yearly/Hours
English	45	9	English 9	10
		10	English 10	10
		11	English 11	10
		12	Senior English	10
		12	Communication Arts	5
Business	5	9-12	Computer Science/Infotech I	5
	5	11-12	Personal Finance	5
Mathematics	30	9	Algebra A-B	10
			Algebra I	10
			Geometry	10
			Next Sequential Course	20
Physical Education	10	9	Physical Education I	5
		10-12	PE II	5
Science	30	9	Physical Science	10
		10	Biology	10
		11	Additional Science course	10
Social Studies	30	9	World History	10
		10	American History	10
		11	Additional Social Studies course	10

The Hastings Public Schools Grading policy shall be used to report achievement, academic progress, and compute Grade Point Averages (GPA) and Class Rankings where applicable. Weighted grade points shall be given to those grades received in Honors classes.

**Graduation Distinction**

- Summa Cum Laude 4.0 and above (With the Highest Distinction)
- Magna Cum Laude 3.75-3.99 (With Great Distinction)
- Cum Laude 3.50-3.74 (With Distinction)

To recognize achievement, honor cords are awarded to seniors based on cumulative GPA--excluding the 2nd semester of the graduating year.

- Orange and black honor cords are awarded to seniors with a 4.0 or above GPA
- Orange and white honor cords are awarded to seniors with a 3.75-3.99 GPA
- Black and white honor cords are awarded to seniors with a 3.50-3.74 GPA

**Academic Letter**

Academic letters are awarded every year to those students who receive a GPA of 3.50 or above 1st and 2nd semester of the same school year. Students will be recognized in the fall for the prior year's recipients for grades 9-11. Seniors will be honored in the spring of their senior year at Honor's Night.

**Grade Point Average**

A student's GPA shall be calculated by dividing the total grade points achieved (standard and weighted) by the total course credits earned. Weighted grade points will apply to Honors courses.

**NATIONAL HONOR SOCIETY**

Membership in the Hastings Chapter of the National Honor Society is based upon Scholarship, Leadership, Service, and Character. A faculty council selects members after a student has completed at least three semesters of high school. The minimum requirements for consideration for membership are 1) an accumulative G.P.A. of 3.8000; 2) evidence of at least three (3) service projects in the school, home, church, or community; 3) election or appointment to an office in an organization or membership in two or more organizations which have officers; and 4) possession of a character that reflects honesty, integrity, and concern for others.

**STUDENT SERVICES**

**ACTIVITIES**

Hastings Senior High School offers many activities for students to enrich and fulfill their needs. The following is a list of activities and clubs available.

Fall Sports

- Boys Cross Country
- Girls Cross Country
- Football
- Boys Tennis
- Girls Golf
- Softball
- Volleyball
- Unified Bowling

Winter Sports

- Bowling**
- Girls Basketball
- Boys Basketball
- Boys Wrestling
- Girls Wrestling
- Swimming & Diving

Spring Sports

- Baseball
- Boys Track
- Girls Track
- Boys Golf
- Boys Soccer
- Girls Soccer
- Girls Tennis

Activities

- Cheer
- Tigerettes
- Debate
- Speech
- DECA
- Student Council
- Marching Band
- Skills USA
- Yearbook
- Newspaper
- Orchestra

Clubs

- Art Club
- Science Club
- Multicultural Club
- Quiz Bowl
- FPS
- Improv
- Anime Club (Delete)**
- Board Game
- Books & Bagels
- Bowling
- GSA

Clubs cont.

- FCA
- Movie Club
- Dungeons & Dragons
- Tiger Paws Club
- Photography Club
- E Sports Club
- Unified Bowling

Theatre Productions/Drama  
National Honor Society  
Show Choir

Engineering Club  
Writing Club  
Poetry Club

## **FEES**

Students attending Hastings High School and participating in extracurricular activities may be required to pay fees or dues. In addition, they may be required to furnish personal and consumable items, non-specialized clothing, special equipment, attire or uniforms, materials, lunch fees, activity fees, course project materials, etc. The following information provides details on what students are expected to provide for participation in various programs and activities.

Students who qualify for free or reduced priced lunches under the Department of Agriculture guidelines may have certain fees waived.

1. Any specialized clothing, attire, or equipment provided by the district will remain the property of the district.
2. Waiver students are responsible for the proper care of any school district clothing, equipment, or materials. Fees may be assessed for cleaning, repair, or replacement of district owned property.
3. At no time will a parent, guardian, or student be reimbursed cash for the purchase of specialized clothing, attire, or equipment.
4. Music instruments will be provided to those students who qualify, but the district shall not be obligated to provide a particular type of musical instrument for any student.

Parents or guardians may submit waiver applications to the Office of the Superintendent. To request this waiver, students must receive free or reduced lunch services and complete a Sharing of Information form. Completed waiver applications must be submitted by the following deadlines:

1. Prior to participating in an activity
2. Specialized equipment or clothing prior to the first practice
3. Course project materials first two weeks of class

## **Non-Specialized Clothing**

Students are required to furnish the following non-specialized clothing. This includes but is not limited to:

Athletic shoes, braces, clothing  
Physical education shoes and clothing  
Protective clothing for skilled and technical sciences

## **Course Materials**

When students enroll in a class that requires a project that is taken home and kept by the student, the student will pay for the materials for the project. In some classes the student determines the scope of the project. For students who qualify for free and reduced services, the instructor and principal shall agree upon the fee to be paid for the materials.

## **Specialized Clothing/Equipment**

Students participating in music courses (band, flag corps, choir), cheerleaders, Tigerettes, are encouraged but not required to purchase specialized uniforms. If the district provides the uniform, it may be previously worn and cannot be kept by the student. Students may wish to purchase their own uniforms for colorguard, choir, cheerleading, and Tigerettes so their uniforms are distinctive from previous year's groups. The district will provide only basic uniforms. For example, only one skirt and sweater will be provided for cheerleaders and Tigerettes. The student must provide shoes for all activities. The district will provide golf clubs and bags as they are considered specialized equipment.

## **Admission Fees**

HHS students will be admitted to all regular season Hastings High Activities for free with the presentation of their student issued ID.

## **Organizations**

Students may choose to belong to student organizations. Membership in these organizations is voluntary and any fees, costs, materials, or clothing is the responsibility of the student. These organizations may choose to fund their activities through fundraising. Students who belong to these organizations are expected to participate in the fund raising activities of the organization in order to participate in the activities supported by the fund raising.



### Other Student Activities

Students may participate in activities that are not associated directly with the curriculum and are not required to pass a class. These activities are optional and no waiver will be provided:

band trips                  choir trips                  overseas travel                  certain field trips

### Post-Secondary Education/Correspondence Courses/Summer School

Students are required to pay for any post secondary classes. Waivers will not be provided for students taking correspondence courses. Students are required to pay the full cost of all summer school programs/camps.

### Other Items

Yearbooks, class rings, graduation announcements, letter jackets, club or organization apparel, team t-shirts, shooting shirts, and similar items are sold as a convenience to students and are not fees or requirements covered under this policy. Parking tickets (\$10.00) will not be waived. Admission to school dances will not be waived.

### Student Fees

Activity Participation Fee	\$40.00
Choir Robe	\$35.00
Cheerleading	\$400.00 to 600.00
Computer Usage	\$35.00
Tigerettes	\$400.00 to \$600.00
Art Fee	\$15.00
Personal Finance	\$15.00
Science	\$15.00
Intro. T Design	\$15.00 (Delete)
Cap and Gown Rental Packages	\$20.00, \$30.00, or \$35.00
Field Trips	\$5.00 to \$65.00
Project Fees	\$10.00 to \$500.00 plus
Family & Consumer Science	\$15.00
Industrial Tech.	\$5.00 to \$25.00

### Computer Replacement Cost

Total Replacement	\$250.00
Logic Board	\$200.00
Screen	\$75.00
Daughterboard	\$75.00
Top Case	\$65.00
Battery	\$60.00
Palmrest Keyboard	\$55.00
Bottom Case	\$50.00
Bezel	\$35.00
Charger	\$30.00
Bag	\$30.00
Speakers	\$25.00
Camera	\$25.00
Trackpad	\$25.00
LCD Cable	\$20.00
WiFi Card	\$15.00

## RULES FOR EXTRA CURRICULAR ACTIVITIES

### REGISTRATION FOR ACTIVITIES

All necessary steps for participation must be completed prior to the first practice.

**Application of the Activity Code of Conduct** – The expectations outlined in this code are in effect from the moment a student first signs the extra-curricular contract until he or she graduates. These expectations must be maintained year round, in and out of season, and on and off the fields of competition.

**Individual Coaches Team Rules – Coaches, after review and approval by the Activities Director, may establish additional rules and expectations for their respective sports.** These additional rules and expectations for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violations of team rules and expectations must also be in writing, a copy provided to the Activities Director, and shall be administered by the coach. Copies of all additional individual team rules and expectations are to be on file in the Activities Director's office. Coaches shall provide each participant and parent/guardian a copy of their team handbook prior to the first contest.

It is the expectation that, any time a coach withholds playing time from a student participant for violation of individual team rules, the coach informs the Activities Director of the name of the student, the circumstances under which the action is being taken, and the length of time the student is being withheld from competition. It is the expectation that this notification take place prior to the student being withheld from competition, but it is understood that in certain situations this may not be possible.

**In the presence of** – It makes sense that, the more a student participant has access to and/or is familiar with illegal-tobacco, alcohol, and drugs-(e-cigarettes), the greater the likelihood that he or she will use those substances. Similarly, the more often a student is in the presence of others using tobacco, alcohol, or drugs, the greater the likelihood that he or she may be accused, rightly or wrongly, of the use of these substances. Therefore, if a student attends a party where alcohol or drugs are being illegally dispensed or used, the student must leave the party and report his or her attendance to a Coach/Administrator before the end of the next school day. If the party occurs over the weekend or school break, the student has twenty-four (24) hours to report to the Coach/Administrator.

Exactly following these procedures exonerates the innocent student participant, assuming that the student is not frequently showing up at these parties and that there is no corroborative information to indicate wrongdoing. A student failing to report attendance at a party where alcohol or drugs were illegally dispensed or used will be judged to have been in possession or guilty by his or her presence.

It is important to understand that leaving means leaving immediately, or as practical, once the student becomes aware that alcohol or drugs are being illegally dispensed or used.

**Cyber Image Guideline** – Any identifiable image, photo, or video that implies a student participant has been in the possession or presence of alcohol or drugs, or that portrays actual use or out of character behavior or crime, shall be considered confirmation of a violation of the code of conduct. Since there is no way to establish a time frame when or location where an image was taken, it shall be a responsibility that the student must assume. It should be understood that persons might attempt to implicate a student by taking or manipulating such images in order to place the student in a situation where he or she might be in violation of the code of conduct. This is another rationale for demanding that a student not place himself or herself in the presence of illegal alcohol or drug use.

### **Corrective Expectations**

If a violation of the code of conduct occurs, or is alleged to have occurred, a corrective process must be undertaken by the administration, student, and his or her parent(s). Parents/guardians must be involved with the process. This helps ensure that all parties are informed as to the nature of the violation and are in full understanding that any future violations will result in greater consequences.

Failure of a student participant to complete any part of the corrective process or the subsequent restorative process will result in permanent suspension from any future involvement in activities. Failure by a parent/guardian to comply will result in the student being able to practice but not compete, provided the student completes the process.

**Investigation** – The following general procedures will occur if a student participant is suspected of violating the expectations outlined in this code of conduct:

Any individual or stakeholder may choose to report a violation of the code of conduct verbally or in writing to:

- Board of Education Members
- Building Administrators
- Activities Director
- Coaches
- Teachers

- Counselors
- Support Staff

All employees who receive violation reports concerning student participants should immediately report such allegations to the Activities Director. An investigation to determine the nature of the allegations shall begin immediately.

- The Activities Director will interview the student as to the reason(s) for suspected activity violation(s) in an effort to confirm or refute the allegation.
- After this initial interview, parental notification will be made by the Activities Director regarding the alleged violation, the outcome of the initial interview, and next steps.
- The Principal will be notified of the allegation and the status of the investigation and will be kept aware of the progress of the investigation.
- In the event the initial interview does not bring resolution to the investigation, the Activities Director further investigate through interviews with those who may be aware of the violation(s) first-hand, those who may have limited knowledge of the violation(s), and/or those who may be involved with such violation(s).
- If there is reasonable evidence of a suspected alcohol or drug violation, a student may be asked to take a timely alcohol or drug test to confirm his or her recent alcohol or drug status. Furthermore, the student may be required to submit to more frequent testing during his or her season.
- Failure to provide the results of such a test or to submit to the test will be considered, as far as remedies and consequences are concerned, confirmation of a violation.
- The approved and appropriate remedies and consequences for the type of violation will be applied and enforced.

**Cooperation** – It is important for all student participants to understand that involvement in the Hastings Public Schools activities program is a privilege. With the responsibility of being a student participant comes a commitment to the conditions of this code. In the event that a student comes under investigation for a possible violation(s) of the expectations outlined in this code, it is expected that the student:

- Be truthful
- Be forthcoming with information
- Not be deceptive
- Be cooperative

As education is a major component of extra-curricular participation, the opportunity exists to admit and learn from that mistake. So, to encourage honesty and cooperation, the Activities Director has the authority to reduce a Tier 2-Strike 1 or –Strike 2 penalty up to half the original number of contests for any student who admits to a violation of the code of conduct to a Coach/Administrator within twenty-four hours (24). No reduction of a Tier 2-Strike 3 or Tier 3 penalty will be permitted for a self-admission. Violation of the conduct policy that occurs on school property, school activities or events will not fall under the self-report clause of this policy.

Though it is expected, it is understood that a student participant, either one alleged to have committed a violation or one interviewed regarding a violation, does not have to be cooperative during an investigation. It should be similarly understood that the Activities Director does not have to allow an uncooperative student to practice or compete until such time as the matter is resolved or at any point thereafter.

Therefore, if at any time during an investigation, either prior to or after the determination of guilt and/or consequences, it is determined that a student has lied, been deceptive, untruthful, or withheld information, the Activities Director has within his or her power to impose a greater level of consequence.

Great weight must be placed on the privilege of representing the Hastings Public Schools community and any student who would fail to be truthful and/or cooperative would jeopardize the perceived character of the Hastings Public Schools' programs.

**Confirmation** – Confirmation of a violation of the expectations outlined in this code of conduct may be provided by, but not limited to, any of the following:

- An admission by the offending student participant.
- A positive reading for a restricted substance on a breathalyzer or medically conducted drug screening or test.
- Failure to provide the results of a medically conducted drug screening or test.
- Refusal to take a breathalyzer test or medically conducted drug screening or test.
- Evidence, circumstantial or otherwise, that would support the reasonable conclusion that a violation occurred.
- A credible eyewitness account.

**Exoneration** – Exoneration of an alleged violation may be provided by, but not limited to, any of the following:

- A negative reading for the substance in question on a breathalyzer or medically conducted drug screening or

test.

- The absence of any credible evidence, either circumstantial or otherwise, that supports a violation occurred.
- Overwhelming evidence or conditions that would support the innocence of the student-athlete.

**Non-Finding** – A non-finding in the investigation of a suspected violation may be considered when it is agreed that no reasonable conclusion of guilt or innocence may be determined in a timely fashion. As part of a non-finding determination in an alcohol or drug allegation, the student 1) will be required to complete the first two steps of the Restorative Expectations and 2) may be subjected to on-going testing and verification procedures as to his or her drug free status.

**Consequences** – Upon the completion of an investigation, it is the responsibility of the Activities Director to make a confirmation, exoneration, or non-finding determination. In the event a confirmation determination is made, it is the responsibility of the Activities Director to determine consequences consistent with those described herein. It should be understood that the expectation of consistent application of consequences is not synonymous with the idea of exactly equivalent application of consequences as no two incidents are exactly the same.

The primary goal of these consequences is first to put ownership of the violation(s) with the student participant, secondly to offer a process for change, thirdly to involve the student's parent(s) in the process of education, correction, and restoration, and lastly to give the student every possible opportunity to rectify such behaviors.

The best possible option for consequences for code of conduct violations is a three-tiered framework with the understanding that the severity of the act, who commits the act, and where the act is committed all have bearing on the consequences that result.

### **Tier 1 – Out of Character Behavior**

Highly successful teams and individuals who achieve success through hard work and great character define activities programs of excellence. Character is the pattern of beliefs, attitudes and resulting actions that demonstrate respect and concern for others while embracing one's social responsibility as part of his or her community.

Out of character behavior is best defined by the expectations for student conduct as described in the Hastings High School student handbook that results in a suspension or expulsion.

Student participants suspended from school are not permitted to be on school grounds during the time of their suspension and therefore may not practice or participate in athletic contests during the time of their suspension. Should there not be a contest scheduled during the time of the student's suspension from school, the student as a result of his or her out of character behavior, will be ineligible to participate in his or her sport's next regular or postseason contest.

It is to be understood that a student may be afforded only one Tier 1 penalty during the course of his or her school career. A student who commits any further out of character act, regardless of whether the act was similar to or different from the initial act, will be automatically moved to Tier 2.

### **Tier 2 – Use or Possession of Alcohol, Tobacco or Drugs, Hazing, and Misdemeanor Offenses**

The use or possession of alcohol, tobacco (**e-cigarettes**) or drugs (including performance enhancing drugs) will not be tolerated at any time. Hazing is defined in detail in the Hastings High Handbook. No student participant, coach, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

Nor will acts that result in the student participant being arrested by law enforcement be condoned. As it has been determined that activity participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the administration, in response to the arrest of a student, to wait for the judicial process to run its course. Therefore, even while misdemeanor charges are pending and adjudicated, the student will be suspended and participation will be denied.

**Strike 1** – Using the number of regular season contests scheduled, the student will be ineligible to participate in 25% (a minimum of 2 contests) of that sport's regular or post-season contests. Intrasquad scrimmages are not considered scheduled contests. The exclusion shall be consecutive, starting with the first scheduled event. Exclusion will carry over to the next season the student participates in should the penalty not be completed during the initial season of ineligibility. The student is expected to continue to practice with his or her team while serving this penalty.

**Strike 2** - Using the maximum number of regular season contests scheduled, the student will be ineligible to participate in 50% of that sport's regular or post-season contests. Intrasquad scrimmages are not considered scheduled contests. The exclusion shall be consecutive, starting with the first scheduled event. Exclusion will carry over to the next season the student-athlete participates in should the penalty not be completed during the initial season of ineligibility. The student is expected to continue to practice with his or her team while serving this penalty.

A student who commits a second Tier 2 violation during the same athletic season in which he or she has previously served or is serving a Strike 1 consequence will not be allowed to participate in the remainder of that athletic season. A student who commits a Tier 1 violation will not be allowed to participate during that athletic season regardless of whether or not his or her Strike 2 consequence would end prior to the conclusion of that athletic season.

In conjunction with both Strike 1 and Strike 2 consequences, to provide for the safety and health of the individual student and those with whom he or she participates with and against, a student who uses or is in possession of marijuana or any other controlled substance will have to provide, at his or her expense, medical documentation that he or she is drug-free prior to resuming participation.

**Strike 3** – The student is ineligible to participate in athletics at Hastings High School the remainder of his or her high school career.

### **Tier 3 – Distribution of Alcohol or Drugs and Felony Offenses**

The distribution or sale of alcohol or drugs (including performance enhancing drugs) is viewed as more serious than the use or possession of those substances. Similarly, acts that result in a student being arrested by law enforcement for felony offenses are viewed as acts that require immediate and permanent suspension from participation. As stated in Tier 2, activities participation is a privilege and not a right; it is to be understood that there will be no obligation on the part of the administration, in response to the arrest of a student, to wait for the judicial process to run its course. Therefore, even while felony charges are pending and adjudicated, all forms of participation will be denied.

A student who reaches Tier 3 is ineligible to participate in activities at Hastings High School for the remainder of his or her high school career.

### **Special Circumstances and Greater Magnitude of Consequences**

The Activities Director has, at his or her discretion, the ability to impose a greater magnitude of consequences if he or she feels a student participant has been belligerent or defiant, shows no remorse, or has behaved in ways to significantly hinder the investigation of a violation.

**Captains** – Students who are selected and accept the role of team captain should understand that with this honor comes additional responsibility. These young men and women are more than just student participants; they are student leaders. Any violation of the code of conduct by a captain **may** result in the student losing his or her captaincy for the remainder of his/her career.

**Organizing, Facilitating, Promoting, or Hosting** – If it is determined that a student participant was involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol and/or drugs are available or where use has occurred, he or she will be moved directly to Strike 2 for any initial Tier 2 violation. If a student already served a penalty for a Tier 2 violation prior to organizing, facilitating, promoting, or hosting, he or she will be moved directly to Strike 3.

**Use While Participating** – The use of an illegal substance during a team practice, scrimmage, game, meeting, travel, or any other team function increases the risk to a student participant and to those he or she competes with and/or against. Therefore, a student who is found to have used alcohol, tobacco, or drugs (including performance enhancing drugs) in conjunction with any team activity will be moved directly to Strike 2 for any initial Tier 2 violation. If a student has previously served a penalty for Tier 2 violation prior to this violation, he or she will be moved directly to Strike 3.

**Use or Possession on School Grounds** – Just as a student participant cannot compete at his or her maximum level while under the influence of illegal substances, nor can he or she learn to the best of his or her ability while under the influence. In addition, the property of the Hastings Public Schools is legally considered a drug-free school zone. For both of these reasons, any student found to be in the possession of or having used illegal substances on school property will be moved directly to Strike 2 for any initial Tier 2 violation. If a student had previously served a penalty for Tier 2 violation prior to this violation, he or she will be moved directly to Strike 3.

**Due Process** – All student participants are afforded the right to due process to review suspension involving a violation of the code of conduct. The step-by-step appeal process includes:

- (a) On the date of the decision to render a student ineligible, a written or oral charge, and summary of the evidence supporting such charge, shall be filed with the building Principal or the building Principal's designee should the Principal be unavailable. The school will attempt to notify parents/guardians in person, by telephone, or electronically when a suspension decision is made and will, within five (5) calendar days of the decision, send a written notice by registered or certified mail to the student and the student's parents/guardian informing them of the rights established under these rules

and regulations.

- Such written notice shall include: the rule or standard of conduct violated; the act or acts of the student alleged to constitute a cause for suspension from activity participation; the penalty or penalties the administrator has recommended; the right of the student/parent/guardian to a hearing, upon request, on the specified charges; and the immediate implementation of the penalty regardless the ability to request a hearing. Nothing in these rules and regulations shall preclude the student-athlete, the student's parents, the guardian, or a representative from discussing and settling the matter with appropriate school personnel prior to a requested hearing.
- If a hearing is requested by the student and/or the parent/guardian before or within five (5) calendar days of the receipt of the written notice as provided in paragraph (a) above, a hearing will be held within a reasonable time and manner before the building Principal and/or the building Principal's designee to review the evidence of the violation and the penalty invoked. Within seven (7) calendar days of the hearing, the Principal will notify the student/parents/guardians in writing as to whether the suspension and/or penalty is to be less severe. Should a parent/guardian wish to appeal the decision of the Principal, they must submit a written request for the Superintendent to hear their appeal within seven (7) calendar days of the receipt of the Principal's written hearing decision. A hearing before the Superintendent will be held within a reasonable time and manner. Within fourteen (14) days of the hearing, the Superintendent will notify the student/parents/guardians in writing as to whether the suspension and/or penalty shall be less severe. The student/parents/guardians may, within fourteen (14) calendar days following the receipt of the Superintendent's written decision appeal the Superintendent's decision to the Board of Education or a committee of the Board of Education designated to conduct hearings pertaining to student activity participation. Such an appeal shall be in writing and shall be submitted to the Secretary of the Board of Education. A hearing on such appeal shall be held by the designated committee or the Board of Education in a closed session or open session, at the committee's or Board's sole discretion, within fourteen (14) days of the receipt of the written appeal. Such appeal shall be made on the record except the committee or the Board may reopen the hearing to receive additional evidence, if it so desires, subject to the right of the parties to be present. The record of the case shall consist of the rule or standard of conduct violated; the act or acts of the student alleged to constitute a cause for suspension; and the penalty or penalties recommended at each level of appeal including the decisions of the Principal and the Superintendent. At or before the next regularly scheduled meeting of the Board, following the hearing on the appeal, the committee or the Board shall render a final written decision on the appeal with a copy of the decision mailed to the student/parent/guardians, the Principal, and the Superintendent in a manner found appropriate by the committee or the Board.

### **Restorative Expectations**

Student participants serving a Tier 1 penalty for Out of Character Behavior must complete the following step to restore their eligibility:

Recommit to the code of conduct by resigning the code in front of his or her teammates and coaching staff.

Student serving a Tier 2 penalty for a chemical health violation (alcohol or illegal drugs, including performing enhancing drugs) must complete the following steps to restore their eligibility:

1. Along with his or her parents/guardian(s), meet with a chemical health specialist (at family's expense) to better understand the physiological and psychological implications of the use of the substance for which he or she was suspended.
2. Along with his or her parent/guardian(s), meet with the school district's Hastings Police Department liaison officer to better understand the legal implications of the use of the substance for which he or she was suspended.

Should the student (and his or her parent/guardian(s)) not complete any part of this process by the end of his or her suspension from competition, he or she will no longer be able to practice or compete, from that point forward, until all parts of the process have been completed.

### **Detention**

Student participants who receive school detentions are expected to serve those detentions within the 2-day allotment. Students who have three or more detentions will be required to serve detention daily before going to practices and may also be held out of events until their detention is served.

### **Transportation for School Sponsored Trip**

Any student participant making a Hastings High School sponsored trip shall go and return on the transportation provided by the school. The only general exception, which is approved, is the release of a student to his/her parent or guardian. All other requests

will need to be approved by the Principal, or Activities Director.

### **School Attendance**

- In order to attend practice, the student participant must be in attendance the last two periods of their school day, unless excused by the Activities Director.
- Any UNEXCUSED absence will result in suspension from the next contest or performance. Students must have this absence excused before their next competition or within two school days before sitting out.
- On the day of a contest or performance, the student must be in attendance the entire day, unless approved by an administrator (medical, court, funeral, etc.) If a student arrives to school within 15 minutes of the start of their first class, they will be given a warning and be allowed to participate in that days contest or performance. They must check in to the attendance office before going to class. Each participant will be given two warnings per season. This, however, is only for excused absences. Participants will sit out of further contests once they have used their two warnings.

### **Nebraska School Activities Association Rules**

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

- Student must be an undergraduate.
- Student must be enrolled in at least 20 hours per week and regular in attendance. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.
- Student must be enrolled in some high school on or before the 11th school day of the current year.
- Student is ineligible if 19 years of age before August 1 of current school year.
- After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance.
- Student must have been enrolled in school the immediate preceding semester.
- Student must have received 20 semester hours of credit the immediate preceding semester.
- Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- A student shall not participate in sports camps during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
- A student shall not participate on an all-star team while a high school undergraduate.
- A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with the school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
- A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in a former school which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)
- Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Board of Control for their review and a ruling.
- A student shall not participate in a contest under an assumed name.
- A student must maintain his/her amateur status.

### **COUNSELING/GUIDANCE SERVICES**

The guidance department of Hastings Senior High School exists for one purpose - to help students and teachers. It is important that students become aware of services available so that they can take advantage of all services offered by the guidance department. Counselors are available to assist and advise each student about personal problems, academic problems, career choices, course

selections, college choices, and scholarship applications. The guidance department also assists in student orientation information services and student appraisal. The guidance office is open before and after regular school hours.

### **Registration Bulletin**

The Hastings Senior High Registration Bulletin is given to each student prior to registration for classes each year. This handbook includes graduation requirements, programs of study, and a description of each of the courses offered at Hastings High School.

### **Schedule Changes**

Schedule changes will only be made for academic reasons, examples are:

1. The student is registered for a course, which he/she successfully completed in summer school.
2. The student must repeat a course failed during the previous year.
3. A schedule conflict cannot be adjusted without a schedule change.
4. The student needs an additional course to meet credit requirements.

Requests for a schedule change for any other reason will require written confirmation from a parent. A student will not be allowed to drop a class without parental and administrative permission. Schedule changes will only be allowed until the first 2 meetings of that class. Drop/add forms must be completed properly and returned to the student's counselor before the student will be credited with a change. Students dropping a class after 2 class meetings will receive a withdrawn failing grade that is computed in the GPA. In the case of extenuating circumstances to be determined by the administration a student can be withdrawn passing from a class.

### **MEDIA CENTER**

The Media Center provides space, resources and personnel to support the curriculum, facilitate learning and leisure reading. We invite you to use the Media Center while maintaining a quiet, purposeful atmosphere. The Media Center is open every school day 7:30 AM until 4:00 PM. Our collection holds over 20,000 books, 100 magazines and 5 newspapers.

Students must adhere to the Acceptable Use Policy (AUP) while using computers within the Media Center and throughout the building. A student may be removed from the Media Center and referred to a principal at any time if the student's conduct warrants removal.

### **Resources and Procedures**

1. Books can be checked out for 21 days and English textbooks can be checked out for 8 weeks. No fines are assessed on overdue books however; there will be a charge for lost books. Please return or renew books within the specified checkout period as other students may be waiting for them.
2. Reference books may be checked out overnight.
3. Current newspapers and magazines may be checked out for one period. Back issues may be checked out for one day.
4. The Media Center subscribes to many online databases including EBSCO, Electric Library and World Book Online.
5. These are available within the school and through remote access at home.
6. Equipment may be checked out through the Media Specialist for school-related projects. Students are responsible for any equipment they borrow.

### **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 user 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 to insure users are using the system responsibly and are complying with this Acceptable Use Policy.

Any problems that arise from the use of an account are the liability or responsibility of the account holder or user. All account holders or users, hereby, release Hastings Public Schools from any and all claims or damages, of any nature arising from their access, use, or inability to access or use computers, or the network system. But, by obtaining an account or use of the computers or network systems they agree to such, to indemnify and hold Hastings Public Schools harmless from the same. Hastings Public Schools makes no warranties of any kind for the information or the service it is providing.

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.
  - a. Do not reveal your full name, phone number, or home address, or those of other students.
  - b. 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.
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. Do not vandalize by harming or destroying the data or hardware on the Hastings Public Schools system or any other system. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system. Parents and/or Guardians are financially responsible for acts of vandalism committed by their children. Other legal action can include action to recover civil damages and penalties.
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:
  - Trespassing in another's work or files
  - Giving out your password or the password of others
  - Attempting to login to another user's account
  - Access resources not specifically granted
  - Vandalize technology resources
  - Failure to notify supervising staff of a security problem.
8. Users noticing a security or ethics issue must notify the supervisor/administrator immediately.

9. Each school shall have the right to adopt such additional rules regarding electronic resources as may be appropriate for its 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.

### **MEDICATION POLICY**

It shall be the policy of the Hastings Public Schools that prescribed medication will not be administered to students unless written authorization from the student's parent or guardian is on file and specific guidelines are followed. Medication should be administered to students by parents or guardians whenever possible. The school will assist only when the student needs prescribed medication during the school day to function near his/her potential.

The following guidelines must be followed:

1. Written authorization from a parent or guardian is required on a form provided by the school and must be on file before medication will be administered.
2. Over-the-counter medication will not be administered during the school day unless a physician has prescribed them. (A doctor's note is sufficient. Sample medications will be given with a doctor's note including directions for administering the med.)
3. Acetaminophen, Ibuprofen, or cough drops may be administered from a school supply of medication, with parent or guardian permission.
4. Prescription medications must be in the original prescription bottle appropriately labeled for the child.
5. The labels on medications should include the child's name, physician's name, medication, dosage, time of dose, and date.
6. Written instructions from the physician must be obtained if the dosage is to be changed during the course of the medication's administration.
7. A record will be kept at school for all medication administered to each student. The date, time, dosage and person administering the medication will be included.
8. Medications will be kept in a secure cabinet in the school building.

Students are not to have any prescription or over the counter medications in their possession.

### **RESOURCE OFFICER**

Through a joint effort with the Hastings Police Department and the Hastings Public Schools, a school resource is available to assist students, teachers, and administration. The 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.

### **STUDY HALL**

1. Students who are assigned to study hall will attend unless prior approval is made with the administration.
2. Students should be studying or reading independently.
3. Students are not allowed to listen to music.
4. Students may use pass privileges, if they are eligible and on time.
5. Students must be in good academic standing to use their library privilege.

### **TRANSPORTATION**

Any student making a Hastings High School sponsored trip shall go and return on the transportation provided by the school. The only general exception, which is approved, is the release of a student to his/her parent or guardian by an administrator or his/her representative at the destination of the trip. Exceptions must be approved through the principal's office prior to the trip.

## **STUDENT DISCIPLINE**

## ALCOHOL/DRUGS

Students attending Hastings Senior High School should have the right to learn in an alcohol and drug free environment. The use of alcohol is not only a violation of state laws, but also interferes with the healthy development of our students. Student use, possession, distribution, or sale of alcohol, narcotics, other drugs, "look-alike" drugs, steroids, or drug paraphernalia is prohibited in schools, on school grounds, at school sanctioned activities, school sponsored programs, or when students are being transported in vehicles dispatched by the school district. Students suspected of consuming alcohol in violation of this rule may be requested to submit to an alcohol breathalyzer test. An administrator or a police officer will conduct the test. In the cases of suspected drug use, students may be subject to a further evaluation by an administrator, police officer, or health professional. Consumption of alcohol or use of any illegal drugs will result in suspension or expulsion from school.

## ATTENDANCE POLICY

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefit for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for by an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class.

## LOSS OF CREDIT AND EXCESSIVE ABSENCES

Students who accumulate eight (8) unexcused absences in a semester shall be deemed to be excessively absent. A student who accumulates (8) unexcused absences during a semester will forfeit 1/2 credit for that class unless there are chronic health conditions or special circumstances. Such absences shall include absences on a per class basis for students at the high school. Unexcused absences are those absences marked as A (Absent), M (Any illness with no physician's note), and U (Unexcused). A note from the doctor's office is required to determine the validity of absences due to illness or appointment.

Special circumstances may also mean pre-planned, pre-scheduled absences due to a positive, career-leading or unique educational-related opportunity. This type of special circumstance would require a meeting with the school administration, parents, and student, prior to the absence. Two weeks prior to the absence(s), a contract with specified deadlines for providing work and work completion would be written and would require student/parent/principal signatures. This contract would be binding and non-negotiable with regard to required schoolwork and deadlines.

## LOSS OF CREDIT APPEAL PROCESS

All students who forfeit ½ credit for a class for accumulating eight (8) unexcused absences during a semester are entitled to an appeal. The parent/guardian must complete the appeal within seven (7) school days following receipt of the Notification of the Loss of Credit letter. The parent/guardian will be invited to meet with the Hastings High School Attendance Committee to explain any extenuating circumstances and provide verification, if available, for the committee to review.

At the meeting the student, parent(s)/guardian(s), guidance counselor, and administration will discuss the current situation and plan to move forward. If, after the meeting, the high school administration does not waive the half credit status, parent(s)/guardian(s) may appeal to the Hastings School District Superintendent and finally Hastings School District Board of Education.

## CREDIT RECOVERY FOR EXCESSIVE ABSENCES

Students who have lost partial credit due to excessive absences are required to continue attending classes in question in order to earn partial credit. If a student loses partial-credit, they may be required to attend summer school, or make up credits later in their high school career in order to satisfy graduation requirements.

## Credit Committee DELETE ALL

The credit committee may make one of two decisions:

1. Drop the student from the course and indicate the student should receive a failing grade which will be figured into the grade point average. Those students who are dropped from class will be assigned to a study hall. Attendance by the student in that study hall will be required. Under certain circumstances, the school may alter the length of an individual's school day to help that individual avoid further disciplinary action.

2. Grant the student special consideration and allow the student to remain in class with full credit.

Special requirements may be placed on the student. Allow the student to remain in class on a no-credit basis so that the student may earn credit in the course the second semester. Special requirements may be placed on the student. A student may receive a passing grade but not receive credit. If credit is withheld, the grade points will be figured as a 0, which is the same as an "F" for the class.

The credit committee's decision can be appealed to the principal. Should the appeal fail at the building level, parents may appeal the decision following established due process procedures.

### **Early Departure/Late Arrival**

To leave the building, a student must check out through the office. For illness or emergency, the student's parent or guardian will be telephoned and permission granted by the parent before the student will be allowed to leave. If the parent cannot be reached by telephone, the school nurse will be called to care for the student.

Any student who leaves the building in violation of this policy will be subject to disciplinary action.

It can be simply stated that any student who comes to school late or needs to leave before the school day has ended will be required to report to the attendance office.

### **Late Work**

In order to facilitate learning, Similar Responsibility Teams set deadlines for task completion. It is reasonable for Similar Responsibility Teams to set a date beyond which late work will not be accepted, usually at or shortly after the end of a unit. If a student anticipates that they will not meet a deadline, the student and teacher will work together in advance of the deadline in order to identify appropriate and reasonable actions that do not affect the grade. Make up work will not be collected for students absent from school due to illness until after the 3rd day of absence.

It is the policy of Hastings Senior High School that students suspended from school are allowed to complete schoolwork and tests incurred during the period of suspension. Students suspended from school should spend time completing school assignments. Tests missed during the suspension period will be made-up at school. Hastings Senior High will collect assignments for students in the case of suspension. However, it will be the responsibility of parents and students to pick up assignments at the High School.

### **Parent/Guardian Notification**

Communication with the school regarding absences is essential. If your daughter/son is absent from school, you must communicate with the school as soon as possible to confirm the absence. If possible, please notify the school the same day as the absence. For your convenience our attendance clerk is on duty from 7:30 a.m. until 4:30 p.m. each school day to receive your telephone calls regarding absences.

A telephone contact or letter will notify parents/guardians of absences that have not been verified. In the event the absence is not clarified during the phone contact, Parents/Guardians are requested to contact the attendance office after receiving an attendance call to provide input regarding a respective unverified absence.

The same procedure applies if it is necessary for your daughter/son to leave school during the day. You must call prior to their departure in order for your daughter/son to be released from school. Students who leave school and then ask parents to call later will be recorded as unexcused. If a student is too ill to be in school, the nurse will contact a parent and issue a permit to leave school. Students leaving without checking out through the nurse or an administrator will be unexcused and disciplined appropriately.

Absences must be excused or verified within 48 hours of the occurrence. Absences, which have not been excused within 48 hours, will be considered truanancies. Students who are truant from school may be required to participate in a parent conference to discuss the truancy issue. Chronic truancy can result in a referral to the County Attorney's office, suspension or expulsion.

Parents/Guardians will receive absence letters after 4+ unexcused absence, 8+ unexcused absence, 15 days, and 20 days for all absences. Once a student reaches 20 days of absences in a semester they will be considered truant and will be referred to the County Attorney's office.

### **Tardy Policy**

In order to maximize instructional time, students are expected to arrive to all classes before the tardy bell rings. If students arrive to class less than 5 minutes after the tardy bell they will be considered tardy; if arriving more than 5 minutes after the tardy bell, they will receive an absence.

This policy is three pronged and will only work if each and every person involved participates. It is broken down into the following areas:

1. Teacher Participation
2. Effective Tardy Sweeps
3. After School Detention (1 hour)

Each person has a role:

Administrators - will support teachers by assigning and monitoring after school detention. Administrators will also assist teachers in conducting tardy sweeps.

Teachers - will monitor the hallways during passing periods and especially the first 5 minutes of their planning period. Keep traffic moving and be a positive adult presence. Show students that teachers do want them to be on time. Teachers will record attendance every class period in Synergy. Students will be allowed out of the classroom with an e-hallpass and teacher permission.

Students - will arrive to each and every class on time. They will attend detention if it is assigned.

Parents - will support their child in arriving at school on time. Parents will communicate with teachers, and administrators, and support the discipline process.

#### Consequences

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> tardy - Student/parents can view tardies on Synergy
- 4<sup>th</sup> and 5<sup>th</sup> tardy - 1 hour detention
- 6<sup>th</sup> and above - 1 hour detention or further disciplinary action from principal's office

Parents will be notified each day of unexcused absences and tardies.

### Truancy

An absence that neither the parent nor the school condones will be considered a truancy. Any student who is truant will be assigned a consequence for each period or portion of a period that is missed. Failure to comply with administration's request to attend school may result in suspension and/or expulsion from school. Any student who is consistently truant from school may not be allowed to return to school until a parent conference has been arranged.

### Chronic Truancy

The following information is taken from Revised Nebraska Statute 79-209 and pertains to students in violation of Nebraska Statute 79-201, Nebraska's Compulsory Attendance Law.

In all school districts in this State any superintendent, principal, teacher, or member of the board of education who knows of any violation of section 79-201 on the part of any child of school age, his or her parent, the person in actual or legal control of such child, or any other person shall within three days report such violation to the superintendent of schools. Such superintendent shall immediately cause an investigation of the case to be made by the attendance officers (the assistant principals will serve as the attendance officers of the high school). The attendance officer shall immediately investigate the reported truancy. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, but need not be limited to:

(1) One or more meetings between school attendance officer, school social worker, or other person designated by the school administration if such school does not have a school social worker, the child's parent or guardian, and the child, if necessary to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings;

(2) Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the truancy problem.

### CHEATING/PLAGIARISM

Cheating/plagiarism will not be tolerated. Each student is responsible for doing his/her work. Students who violate this policy will be required to take an alternative assessment for the assignment/test. All necessary steps for participation must be completed prior to the first practice.

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report or term paper.
3. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.

4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of the test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.).

### **DATING VIOLENCE**

The Hastings Public Schools will not tolerate dating violence among students. As with bullying and harassment, the District is committed to providing all students with a safe and civil school environment where they are treated with dignity and respect. To that end, the Board has in place policies, procedures, practices, and programs that are designed to reduce and eliminate dating violence among students as well as processes and procedures to deal with incidents of dating violence among students.

This policy is in effect while students are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of a student, students, or the school district.

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

If, after investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. Nothing in this policy shall prevent a victim of dating violence from seeking redress under any other available law, either civil or criminal.

Retaliation against a person because the person has filed a dating violence complaint or assisted or participated in a dating violence investigation or proceeding is prohibited. Any individual who knowingly files a false dating violence complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The school or District will promptly and reasonably investigate allegations of dating violence. The Principal of each building will ultimately be responsible for handling complaints alleging date violence.

### **DETENTION**

Activities permitted during detention are silent study or silent reading. Detention is considered an extension of the school day; the same school rules will apply while serving detention. Failure to complete assigned detention within 2 school days may result in further disciplinary action.

Students who have detention time are required to serve that detention time. Students who have three or more detentions will no longer obtain the privileges afforded to students who are in good standing. These privileges would include but are not limited to: open campus, participation in school sponsored field trips and attendance at school related events (this includes dances). This may include non-academic concerts, plays and other special performances. With this being said, any student who doesn't have their detentions completed by the time of graduation ceremonies will not be allowed to participate in that ceremony.

### **DISRUPTIVE BEHAVIOR AND CHRONIC NON-ACHIEVEMENT**

The staff at Hastings Senior High works toward making every student successful. Despite the best efforts of a school system, circumstances surrounding a student outside of school may prevent a student from being successful in every component of his/her educational program. Students with class work of such continued poor quality or chronic disruptive behavior will be removed from the class and may receive their education in a different setting.

### **NUISANCE ITEM**

A thing that causes a disruption to the school, student(s), and learning environment as deemed by administration will not be allowed in Hastings Senior High.

### **FIGHTING**

Fighting, either physical or verbal, is prohibited on school property, areas adjacent to school property, or at school sponsored events. A student shall not threaten, cause, or attempt to cause physical injury to any student or to a school employee. The school insists

that students seek the assistance of teachers, counselors, and administrators to resolve conflicts. Students who engage in fighting will be suspended out of school and a parent/student/administrator conference held prior to the student's return to school. Multiple instances of fighting will result in expulsion. The police may be called on instances where a fight has occurred between two or more parties.

### **HARASSMENT/HAZING/BULLYING**

The bullying or harassment of students are against federal, state and local policy, and will not be tolerated by the Hastings Public Schools. The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. The District will not tolerate bullying and harassment of students by students, school employees, and/or volunteers who have direct contact with students.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics; race, color, religion, ancestry, national origin, gender, sexual orientation, age, or disability. This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical action or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the District.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

A student who feels he/she is being harassed by peers or by a staff member of the school, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc.

Retaliation against a person, because the person has filed a bullying or harassment complaint, or assisted or participated in a harassment investigation, or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy should be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **INSUBORDINATION**

Insubordination is the failure to respond appropriately to any reasonable request by a staff member or administrator. Failure to respond to a reasonable request will result in a disciplinary action from the principals' offices ranging from verbal reprimand to Out-of-School Suspension or expulsion.

### **IN-SCHOOL SUSPENSION (ISS)**

Students(s) entering ISS can only be placed by a member of the administrative team. Students being placed in ISS will be required to check-in personal electronic devices such as cell phones, headphones and digital music players. If a student leaves ISS before the required amount of time, that student will have additional consequences. Any student placed in ISS will be required to stay 15 minutes after the last normal scheduled class period. Students on the detention list will be escorted to detention and required to stay, unless approved by administration.

### **PRIVATE DINING**

Private Dining will either be used as an opportunity to complete detention time or a consequence. Students entering private dining will be required to check-in cell phones, headphones will be allowed if used for educational purposes. Students will be allowed to bring a sack lunch from home or a sack lunch from the cafeteria will be provided. Students are not allowed to bring in their own food from the cafeteria. Fast food is not permitted in private dining. Students that do not report to private dining, when assigned, will be considered truant and insubordinate. Their consequences may include, but are not limited to Loss of Privileges, ISS, or OSS.

Private Dining is the only location where detention can be served during the lunch period, with the exception of the PAWS room.

### **STUDENT I.D. CARD**

Students of Hastings Senior High and Learning Center are required to wear their own current student I.D. card when entering the building and while in the hallways of Hastings Senior High for safety and security reasons. Student I.D. cards are to be worn between the shoulder and belt during the school hours of 8:00 a.m. to 3:30 p.m. Students will be provided with 2 cards at no cost. Students will be required to purchase a new card, if both are lost. Students shall not deface and/or disfigure their card. If a student defaces and/or disfigures their card the student will be required to purchase a new card. Students will be required to use their card to purchase breakfast and lunch in the cafeteria. If a student does not have their ID it is their responsibility to get a temporary I.D. at the beginning of their first class. Chronic misuse of the card policy will result in further disciplinary action.

#### **Temporary I.D. Consequences**

- |  |   |
|--|---|
| 1 <sup>st</sup> 2 <sup>nd</sup> & 3 <sup>rd</sup> Temporary I.D. Violation | - Warning   |
| 4 <sup>th</sup> & 5 <sup>th</sup> Temporary I.D Violation                  | - Mandatory Private Dining and I.D. Safety Video                          |
| 6 <sup>th</sup> and above  | - 1 hour detention or further disciplinary action from principal's office |



## **PRIVILEGE SYSTEM**

There are many privileges for students who attend Hastings High School. It is our philosophy that these privileges are earned through appropriate behavior and attendance and these privileges will increase as a student matures. If a student breaks the discipline or attendance code a Loss of Privileges may be assigned. When a student is issued a loss of privilege (LOP), he/she will be unable to utilize some or all privileges that are available. These privileges include, but are not limited to lunch in the cafeteria, off campus lunch, student parking, open campus study halls, hall passes, and attendance at extracurricular activities, games, and school dances. Students who lose the lunchroom or off-campus lunch privilege will be assigned private dining and eat lunch in a designated room. Students who lose open campus study hall will be assigned to the lecture hall. Students who do not comply appropriately with a Loss of Privilege may be given additional days of Loss of Privileges, lose other privileges, or be assigned In School Suspension or Out of School Suspension.

## **PROFANITY**

Profane language is not allowed during school hours or at school activities. Common courtesy and appropriate manners dictate that the language used in the school be acceptable to all in the community. Profanity is not an acceptable manner of expressing oneself. Use of profanity will result in disciplinary action from the principal or the assistant principal's office. Disciplinary action can result in after school detention, in school suspension or out of school suspension.

## **SCHOOL DANCES**

A school dance is considered a school function. In general, any regulation that would apply to student behavior during the school day is applicable for the dance. Unacceptable behavior is cause for removal from the dance.

1. No use of tobacco, alcohol, or drugs is permitted. Any student who appears to be under the influence may be subject to a breathalyzer test, parent contact, and/or police contact.
2. No fighting is permitted.
3. Students who leave the dance are not permitted to return.
4. Students attending the dance must be members of Hastings High School.
5. Prom and Homecoming require pre-registration and prepayment. Guests do not need to be Hastings High School students, but must be at least in the 9th grade or not older than 20 years of age. Your guests must provide a valid photo id and complete guest permission form.
6. Parents are welcome to attend as guests of the school.
7. Doors will be locked approximately one hour after the dance begins.
8. School administrators are to be advised of any problem that develops in order that a review of the incident may be pursued and appropriate action taken.
9. Students may be asked to prove that they are an HHS student by showing their student ID.
10. Any student with the accumulation of 3 or more outstanding detention will not be allowed to attend school dances.
11. HHS Administration reserves the right to refuse admittance for any reason.

## **SEARCH & SEIZURE**

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

### **Definitions**

For the Purpose of Board of Education Policy 504.16, the following definitions will be used:

Contraband: All substances or materials, the presence or possession of which is prohibited by school policy and/or state and federal law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, tobacco, abusable glue or aerosol products, guns, knives, weapons, and incendiary devices.

Reasonable Suspicion: The standard for a search on school premises or at school related events, which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, a tip, etc. Reasonable suspicion should not be based on a mere hunch.

School Premises: Consist of real property, which is owned, rented, leased, or borrowed by the school district for school purposes. School premises shall also include transportation equipment provided by the school district, and the physical destination of such transportation equipment when used to transport students to a school related event.

School Related Events: Educational activities as well as concerts, sporting events, field trips, conferences and other extra-curricular activities sponsored by the school or conducted on school premises.

Reasonable Search: A search justified from its inception by reasonable suspicion and conducted in a way reasonably related in scope to the circumstances, which justified the interference in the first place. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**Procedures:**

To maintain order and discipline and to protect the safety and welfare of students and personnel at school or school related events, the principal or his/her delegate may search a student, school premises, including student automobiles parked on school premises, under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. Student interference with such searches and seizures, as provided by this rule, will be considered grounds for disciplinary action.

**Personal Searches:**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a principal or his/her delegate has reasonable suspicion to believe that the student is in possession of contraband. If a pat down search of a student's person is conducted, a school official of the same sex and with, if feasible, an adult witness present. If extreme emergency conditions require a more intrusive search of a student's person, such a search may be conducted in private by a school official of the same sex as the student, with an adult witness of the same sex as the student present, and only upon the approval of the Superintendent, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. A proper "breathalyzer" test may be given to a student when the principal or his/her delegate has reasonable suspicion to believe the student has consumed alcohol. If circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students.

**School Premises:**

In particular, student lockers, desks, school laptops and other such property is owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. The Hastings Public Schools retains the right to inspect student lockers, desks, and other school premises for any reason at any time without notice, without student consent, and without a search warrant.

**STUDENT CONDUCT**

The following information is from LB1250, 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.

1. 79-255. Act; purpose. "The purpose of the Student Discipline Act shall be 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 The Act 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."
2. 79-256. Terms, defined. "For purposes of the Student Discipline Act, unless the context otherwise requires:
  - a) Short-term suspension shall mean the exclusion of a student from attendance in all schools within the system for a period of not more than five school days.
  - b) Long-term suspension means the exclusion of a student from attendance in all schools within the system for a period exceeding five (5) school days but less than twenty (20) school days.
  - c) Expulsion shall mean exclusion from attendance in all schools within the system in accordance with section 79-283 for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or, (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year.

- d) Mandatory Reassignment means the involuntary transfer of a student to another school in connection with any disciplinary action. Mandatory Reassignment is not available in the Hastings School District as there is only one school for grades 9 through 12.
3. 79-257. School board or board of education; emergency disciplinary actions; authorized. "The board of education authorizes the emergency exclusion, short-term or long-term suspension or expulsion, 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, or mandatory reassignment complies with the procedures required by the act."
  4. 79-258. Administrative and teaching personnel; authorized actions. "Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, 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, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation."
  5. 79-259. Student suspension, expulsion, or exclusion; not a violation of compulsory attendance; compliance with other laws required. "If a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq."
  6. 79-260. Notice; when given. "Any statement, notice, recommendation, determination or similar action specified in the Student Discipline Act shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian."
  7. 79-261. School board or board of education; powers; delegation of authority.
    - (1) The school board or board of education may by rule amplify, supplement or extend the procedures provided in the Student Discipline Act if such actions are not inconsistent with the act.
    - (2) Any action taken by the school board or board of education or by its employees or agents in a violation of the act shall be considered null, void, and of no effect.
    - (3) The school board or board of education may authorize the delegation to other school officials of responsibilities directed to the principal or superintendent by the act. "Accordingly, any reference to the principal shall also mean assistant principal."
  8. 79-264. Student; exclusion; circumstances; emergency exclusion; procedure.
    - (1) "Any student may be excluded from school in the following circumstances, subject to the procedural provisions of section 79-265, and, if longer than five school days, subject to the provisions of subsection (3) of this section.
      - (a) 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
      - (b) 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.
    - (2) 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 (1) of this paragraph.
    - (3) If the Superintendent or his designee determines that such emergency exclusion shall extend beyond five days, a hearing may 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 79-266 to 79-287, R. S., Nebraska, 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 (Suspension, Expulsion, or Exclusion).

9. 79-265. Principal; suspend student; grounds; procedure; written statement; conference; guidelines for completion of class work.
  - (1) “The principal may deny any student the right to attend school or take part in any school function for a period of up to five school days on the following grounds:
    - (a) Conduct constituting grounds for expulsion as set out in the Student Discipline Act; or
    - (b) Any other violation of rules and standards of behavior adopted under the act.
  - (2) Such short-term suspension shall be made only after the 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 interference with school purposes
  - (3) Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him or her, an explanation of the evidence the authorities have, and an opportunity to present his or her version.
  - (4) Within twenty-four hours or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student, and his or her parent or guardian describing the student’s conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent or guardian before or at the time the student returns to school.
  - (5) Any student who is suspended pursuant to this section may be given an opportunity to complete any class work, including, but not limited to, examinations missed during the period of suspension. A copy of the guidelines stating the requirements for make-up work will be given to the student and parent or guardian at the time of the suspension.”
10. 79-267. Student conduct constituting grounds for long-term suspension, expulsion, or mandatory reassignment; enumerated; alternatives for truant or tardy students. “The following student conduct shall constitute grounds for short-term suspension, or expulsion, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, or during an educational function or event off school grounds:
  - (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
  - (2) Willfully causing or attempting to cause substantial damage to property, stealing, or attempting to steal property of substantial value, or repeated damage or theft involving property;
  - (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
  - (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
  - (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (this includes the use of facsimile or replica weapons);
  - (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in R.R.S. 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in R.R.S. 53-103, or being under the influence of a controlled substance or alcoholic liquor;
  - (7) Public indecency, as defined in R.R.S. 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;

- (8) 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 R.R.S. 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
- (9) Engaging 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; or
- (10) A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.
- (a) 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 Hastings School District. (Student Freedom of Expression and Distribution of Materials on School Property).
- (b) Willfully fail to comply with the attendance policies and rules of the Hastings School District established under Policy 503.01 (Attendance) or be consistently tardy to classes;
- (c) Use or possess tobacco, gamble, or use obscene or profane speech;
- (d) Willfully fail to comply with the directions of teachers, student teacher, school aides, bus drivers, principals, or other authorized school personnel including, without limitation, the refusal to show a student ID card when asked to do so;
- (e) Dress or groom in violation of Policy 504.06 of the Hastings School District, or the dress code contained in this handbook, 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;
- (f) 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;
- (g) 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 Hastings School District; or other persons on the school grounds;
- (h) Engage in any other conduct which may not be prescribed 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 Hastings School District or the student's building principal (assistant principals)."
11. 79-268. Long-term suspension, expulsion, or mandatory reassignment; procedures; enumerated.  
 "If a principal makes a decision to discipline a student by long-term suspension or expulsion, the following procedures shall be followed:
- (1) 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 parent or guardian informing them of the rights established under the Student Discipline Act;
- (2) Such written notice shall include the following:
- (a) The rule or standard of conduct alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student;
- (b) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject.
- (c) A statement that, before long-term suspension or expulsion for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges;

- (d) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - (e) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - (f) A form on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in R.R.S. 79-271 and 79-272; and
- (3) When a notice of intent to discipline a student by long-term suspension or expulsion is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension or expulsion takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- (4) The Student Discipline Act does not preclude the student, or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage."
- a. 79-262. School board or board of education; rules and standards; established; distribute and post. (3) "Rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment, if during the 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 each student and his or her parent or guardian."
- b. 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 set out herein.
- c. 79-269. Long-term suspension, expulsion, or mandatory reassignment; hearing; procedure; hearing examiner; how designated; examination of records. "If a hearing is requested within five school days after receipt of the notice as provided in R.R.S. 79-268, the superintendent shall appoint a hearing examiner who shall, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing."
- (b) 79-283. Hearing; final disposition; written notice; effect; period of expulsion; review; when; procedure; readmittance.
- (1) "Written notice of the findings and recommendations of the hearing examiner and the determination of the superintendent under section 79-282 shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice by the student, parent, or guardian, the determination of the superintendent shall take immediate effect.
  - (2) Except as provided in subsection (3) of this section, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following year subject to the provisions of subsection (4) of this section. Such action maybe modified or terminated by the school district at any time during the expulsion period.
  - (3) The expulsion of a student for (a) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except as provided in subdivision (3) of R.R.S. 79-267 or (b) the 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 effect 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.

- (4) 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 curriculum- stances 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 school board or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent."
- (c) 79-293. Nebraska Criminal Code violation; principal or principal's designee; notify law enforcement authorities; immunity.
- (1) "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 R.R.S. 79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code.
  - (2) The principal, the principal's designee, or any other school employee reporting an alleged violation of the Nebraska Criminal Code shall not be civil or criminally liable as a result of any report authorized by this section unless (a) such report was false and person making such report knew or should have known it was false or (b) the report was made with negligent disregard for the truth or falsity of the report."
- (d) 79-294. Removal of a minor from school premises; release to peace officer; principal or other school official; duties; peace officer; duties; juvenile court review; when. "When a principal or other school official releases a minor student to a peace officer as defined in R.R.S. 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent, guardian, or responsible relative of the minor. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where a minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place or where the minor is being held for a period not to exceed twenty-four hours. The peace office shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing."

\*A detailed set of discipline hearing procedures can be obtained from the Superintendent of Schools or Building Principal.

## **GUN FREE SCHOOLS (LB 658)**

Any type of firearm is strictly prohibited in the buildings or on the grounds of the Hastings Public Schools. Hastings Public School Board Policy 504.11 provides for the following regarding firearms on school premises.

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 (a) the issuance of firearms, or possession of firearms by, members of the Reserve Officers Training Corps when training or (b) firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

### **POSSESSION OF INCENDIARY DEVICES**

Students are prohibited from possessing lighters/matches. Violation of this policy can result in detention, in school suspension and or out of school suspension.

### **SKATEBOARDING/ROLLERBLADES**

Students are not to ride skateboards/rollerblades/heelys on school sidewalks or school property. Skate- boards/Rollerblades brought to school must be placed in an individual student locker during the day and remain there until they leave the building.

### **SMOKING/USE OF TOBACCO/NICOTINE SUBSTANCES**

Smoking and the use/possession of other tobacco products or look-a-like tobacco products are prohibited in the building and on the grounds of Hastings High School. This includes vape pens, electronic cigarettes and similar devices. Students are also prohibited from possessing lighters/matches. These items will be immediately confiscated from students and be given to parent / guardian. Violation of this policy will result in out of school suspension.

### **STUDENT RELATIONSHIPS**

Students are expected to conduct themselves with decorum and respect for themselves and others in personal relationships. Public demonstration of kissing, embracing, and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Students in violation of this rule may be referred to the office for disciplinary action if verbal reminders have no impact and parents will be notified.

### **THROWING OF OBJECTS**

Rock throwing and the throwing of snowballs is not allowed in the parking lot or on the campus of Hastings Senior High. Students throwing rocks or snowballs or any other item can expect disciplinary action. Throwing objects at another person is a potentially dangerous action. The possibility of injury is present any time an object is thrown at another.

### **WEAPONS**

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon and look-a-likes. Weapons may include but are not limited to, knives of all types, guns (includes BB, pellet, CO2, air pistols, paint guns, splatter guns), chains, chuck-sticks, throwing stars, darts, metal knuckles, fireworks, explosives (ammunition), or other chemicals (includes pepper spray, and mace). Violation of this policy will result in out of school suspension or expulsion.

## **HHS SCHOOL SONG - LOYALTY**

**HASTINGS HIGH WE ARE VERY PROUD OF YOU! YOU'RE THE BEST SCHOOL IN THE LAND.**

**YOUR BOYS AND GIRLS AND TEACHERS TOO!**

**A LOYAL HAPPY BAND. RAH! RAH!**

**SO SING WITH US SO MERRILY, TO HASTINGS HIGH BE TRUE! CHEER THE TIGERS ON TO VICTORY**

**FOR THEY'RE FIGHTING ON FOR YOU!**