

Hay Springs Public School Student Handbook

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Material in this handbook may be subject to change at any time.

“School” and “the school” shall mean the County of Sheridan School District #3, DBA: Hay Springs Public Schools throughout this handbook.
 “Parent” shall mean the parent(s), guardian(s), or other person(s) with legal custody and/or responsibility for the child(ren) in question.

SECTION 1: MISSION AND GOALS

Intent of Handbook

Our Student Handbook has been prepared in order that you may become better acquainted with the rules and regulations necessary for a successful and harmonious school year. In any society rules are made for a few, but are observed and followed by all members. This is equally true in our school system.

Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. This handbook is based on School Board policies.

An electronic copy of this handbook is available at www.hshawks.com; paper copies are available upon request.

Mission Statement

The mission of the Hay Springs Schools, in cooperation with families and community, is to empower students within an emotionally supportive and physically safe environment with the academic, social, physical, and technological skills to achieve success as responsible, self-disciplined citizens of a global society.

Vision Statement

Empower students to achieve lifelong success.

Goal Statement

80% of Hay Springs Public School students will meet projected growth and/or 80% of students will be proficient on the NWEA MAPS test in Math, Reading, Language Arts, and Science

All instructional/certified school staff will be trained in the Danielson Framework for Teaching (FFT) Instructional Model beginning in the 2018-2019 school year.

SECTION 2: SCHOOL INFORMATION

School Day Information

Hay Springs Elementary Arrival and Departure

7:30 – 7:55 Breakfast
7:45 AM.....Playground (supervised)
8:00 AM.....Entrance Bell Rings and School Begins
11:25 AM.....Lunch
11:55 PM.....Recess
12:15 PM.....Return to Classroom
2:04 PM.....Specials
4:00 PM.....K-5th Dismissal from School
After School Program 4:00 PM to 5:30 PM

Middle and High School Schedule

Period 1: 8:00-9:04
Period 2: 9:07-10:11
Period 3: 10:14-11:18
Period 4: 11:21-12:25

LUNCH: 12:25-12:57
Period 5: 12:57-2:01
Period 6: 2:04-3:08
Period 7: 3:11-4:15

Preschool

8:00 Morning Class Arrival
12:00 ... Morning Class Dismissal
12:00 ... Afternoon Class Arrival
4:00 Afternoon Class Dismissal

Building Hours

The building is open from 7:30 a.m. to 4:30 p.m. every day that school is in session. Students may ONLY be in the building earlier or later with prearranged teacher supervision. All doors will remain locked. All parents and students must enter through the main front door. There is no outside playground supervision prior to 7:45 a.m. Teachers will be on duty from 7:45 a.m. to 4:30 p.m. every day school is in session. Holidays, in-service and early out days, etc. are exceptions and the hours may vary.

School Cancellations for Inclement Weather

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent or his designee will notify local news media (KSDZ, KCSR). This information is available on Infinite Campus, the school Facebook page, Twitter page, www.hshawks.com and Remind text messaging. If school is cancelled during the day, parents will be notified.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students may be dismissed from school during severe weather with a telephone request from the parent.

Drills and Alarms

Bus Evacuation

At least twice during each school year, each pupil who is transported in a school bus shall be instructed in safe riding practices and participate in emergency evacuation drills. (NDE Rule 91:005.05)

Fire

Fire drills will be conducted as required by Nebraska Law. Fire routes are posted in every room. The signal for fire drills will be a constant alarm. The fire alarm calls for the immediate clearing of the building by all students and personnel. Teachers will dismiss students and see that doors and windows are closed, go with the students to the nearest exit, and proceed to the Catholic Church parking lot. Students are to be quiet and orderly when leaving the building during fire drills. Any student who tampers with or sets off the fire alarm will be subject to suspension from school. Such student may be required to meet with the fire chief and/or the fire department to explain his/her action before re-admission to school.

Tornado

Whenever a tornado alert is sounded any person(s) in the high school building shall report to the tunnel and lower hall way in the High School building. Any person(s) in the elementary building shall report to the Preschool room. Any person(s) in Lister-Sage will report to the North hallway of the Lister-Sage building. Tornado alerts will be made using the intercom.

Intruder

Intruder drills will be held twice each school year. The drill will be announced and staff and students will take appropriate action.

SECTION 3: USE OF BUILDING AND GROUNDS

Visitors

Adults are welcome to visit school. All visitors must enter and check in at the office through the main office door. All visitors must also check out and exit through the main office door. All other doors will be locked. Classroom observation must be prearranged through the office. School age visitors are not allowed to visit during school hours without prior permission from the administration.

Care of School Property

Students are responsible for the careful preservation of the school building and property. This is YOUR school. Take pride in our school. Make it a point to take good care of the school building and property. Any damage to anything – the student will be required to pay for the damages.

Lockers/Vehicles

Each middle school and high school student will be assigned a locker. The school will not assume responsibility for items stored in lockers.

Students have full responsibility for the security of their lockers and their vehicles parked on school property and shall make certain they are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is forbidden by law and /or District Policy. If the office is not given a key or the combination, locks will be cut off.

Searches

Lockers and Other Types of Searches

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

We recommend placing a lock on your locker. Students shall be responsible for prohibited items found in their lockers or vehicles parked on school property. If you have a lock on a locker you may be asked to remove it for searching or the lock will be cut off. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement

officials and turn the matter over to them.

Law enforcement and/or the student's parent shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.

Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practical.

Canine Searches

The District will allow the use of specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented in response to concerns of the District regarding drug use and to maintain a safe school environment conducive to education.

Law enforcement visits to school with dogs shall be unannounced. The dogs shall be used to sniff the air and vacant classrooms, in common areas, around student lockers, and around vehicles parked on school property. If a dog alerts to anything, it will be searched by school officials and/or law enforcement officers. Searches of vehicles shall be conducted as described above.

Custody of Evidence

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Administration, the Administration's designee, or a law enforcement officer until it is presented at the hearing.
2. Returned to the parent of the student from whom it was seized if personal property.
3. Turned over to a law enforcement officer.

Involvement of Law Enforcement Officer

In those situations, where the administration determines that federal or state laws and/or county or city ordinances have been violated, appropriate law enforcement officers shall be contacted. In all cases involving the discovery of alcohol or controlled substances and weapons, law enforcement officers will be contacted. Parents will be contacted before a law official interviews a student, unless directed by the law official otherwise. Contraband seized from students will be made available to law enforcement officials with a statement outlining the specifics of the involved case, when so requested.

Use of Telephone

Calls are not to be made during regular class periods. Students may make calls during passing periods or lunch. Phone calls will be transferred to the student only in the case of an emergency. In other cases, the students will be notified of their message when the announcements are read. Students caught using their cell phone during class without permission will be subject to the Electronic Devices policy.

Refreshments

Food, drink or gum will be allowed at the individual teacher's discretion. This is a privilege. If trash is not taken care of or a mess is not cleaned up the privilege will be removed. Food, drinks, and gum are not allowed in the Auditorium.

Hall Traffic

Students are required to ask their teacher for permission to leave the classroom. Students are not to leave their assigned classroom area unless they have received permission and have the official pass from the teacher's classroom. Students who are in the halls without a pass are to be sent to the administration.

Video Surveillance

Video cameras may be used on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video cameras may be used in locations as deemed appropriate by the Administration.

Electronic Devices

Personal Laptops, eReaders, music players, cell phones, and other mechanical or electronic devices that are not required for classroom use or for medical reasons, are not allowed in the classrooms. Teachers who confiscate a device should send the device to the office. The device will be returned when the office is paid \$20 or parent and student meet with the principal to discuss inappropriate use. Students may use electronic devices during lunch or between classes. This is a privilege. If students abuse the privilege, the privilege will be removed.

Student Vehicles/ Parking

Students are to park only in areas designated for student parking. Student vehicles will be parked when the student arrives and must remain parked until school is dismissed or when the student departs for home/work.

Student Valuables

The school is not responsible for a student's personal property.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. It is recommended that articles of clothing and lunch boxes be clearly marked with the student's full name. If articles are lost at school, such loss shall be reported to the office. Items will be kept until the end of each Quarter at which time they will be taken to the "Caring & Sharing Neighbors" center.

Nuisance Items

Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student’s possession.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the office or if after hours contact the Activities Director.

Announcements

Announcements will be broadcast from the office in the morning, placed on the Infinite Campus homepage and the announcements page at www.hshawks.com.

High School Dances

Dances are open to students grades nine through twelve and their dates unless otherwise specified. No students younger than ninth grade and no person 21 years of age or older except the sponsors shall be permitted to attend these dances. Students must register their out of town/out of school dates with the office prior to the date of the dance. The doors will be locked thirty (30) minutes after the dance begins. If students choose to leave then they will not be allowed back into the dance. Breathalyzers may be administered.

Prom Banquet

The Prom Banquet will be open to Hay Springs juniors, seniors, board of education, and high school staff members by invitation only. Juniors will vote each year as to whether or not dates of juniors and seniors will be included in the banquet. Sophomores (and Freshmen, if necessary) will be selected by the junior class to act as servers for the banquet. Breathalyzers may be administered.

Clubs and Organizations

All school clubs and organizations must be considered for their contribution to the improvement of the moral, social, and educational experience of the student body. All such clubs shall be under the direction and supervision of school personnel or an approved sponsor and in conformity with laws of the state and policies of the Board of Education. Any new clubs or organizations must be approved by the Administrator.

All activities, practices, and fundraising; including those held by a group for its members only, must be scheduled on the school calendar through the office. All funds are to be controlled through the activity account of the school. No bills should be paid in cash without a receipt. All purchases must be approved by the Administration.

The school may be used on Sundays if prior approval is secured from the Administration and if an approved adult sponsors the use at all times. Such activity shall not conflict with church or church-sponsored activities. Wednesday night is observed as church night in our community and every effort is made to release students in time to participate in these activities. All students should be out of the building no later than 6:00 p.m.

SECTION 4: ATTENDANCE

Philosophy

The responsibility for the attendance of the child in school is fixed, by law, upon parents. A student missing more than 10 days per semester or 20 days per year will not receive credits for that semester/year. Parents, when reporting their child absent, must give the reasons for the absence; however, only authorized school authorities can excuse students from school.

It is also the parents responsibility to keep the school apprised of any changes to address and contact information.

Notification of Absence

A parent of each student is required to notify the school each day that a student is to be absent. Parents are required to notify the school before 8:30 a.m. on the day their child is absent or the school will attempt to contact the parent. If the parent knows of an upcoming absence, please notify the school (308) 638-4434 as soon as possible. If no phone call or note is received by the office prior to the absence, the absence may be considered truancy and could be considered unexcused.

Attendance and Excuses

Students participating in school-sponsored activities under the direction of a school approved sponsor and representing the school will not be counted as absent.

Notification of Absenteeism

Upon reaching the following limits during a semester, the parent will be notified as follows:

After the 5th day of absence, an advisory letter will be sent to the parent.

After the 8th day of absence, the administration may meet with parents and student to discuss an attendance plan.

After the 10th day of absence, a letter reporting the absences will be mailed to the parent and the County Attorney.

After the 11th day of absence, the student will lose credit for the semester. Parents may appeal the loss of credit to the Superintendent.

A day of absence = 495 minutes of absence, not necessarily all in one day. Elementary absences will follow the above policy except will be per ½ day instead of by minutes.

Late Enrollment for Attendance Purposes

Students entering school after the third week of the semester will be prorated on the number of days of allowed absences. Instead of ten (10) days for the semester, students will have one-half (1/2) day for each week of school left in the semester.

College Visitation

Juniors and seniors are allowed two (2) days for college visitation, per school year.

Extracurricular Participation

Students must attend all classes the school day of any scheduled school activity in order to participate. The student must attend classes the day after any scheduled school activity in order to participate in the next corresponding activity. If after the last game of the season, the missed time will be made up. The only exception to this rule may be a prearranged absence approved by the administration, a note from a licensed health care provider, or a face to face parental conference with the administration.

Students must attend all classes during the day to attend practice unless prearranged with the administration.

Skipping School/Truancy

Students who leave class or the school premises without permission during the school day will be considered truant.

Nebraska Statute 79-201: Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than six or more than eighteen years of age, shall cause such child to attend regularly the public schools each day that such schools are open and in session except when excused by school authorities, unless such child has been graduated from High School.

Truancy is a violation of school rules and the law, Neb.Rev.Stat. § 79-201. The consequence of such action will be as follows:

1. Local Law Enforcement may be immediately notified.
2. Make up double the time missed (1 class equals 2 class periods of detention time).
3. Receive “zeros” for the missed class periods.
4. Suspension from classes.

Leaving School

Students who must leave school for any reason during the school day must present a note that is signed and dated by the parent or a phone call prior to checking out stating the reason for leaving to the office personnel. Students who leave without permission and without signing out in the proper manner will be considered truant. Upon returning to school, students are expected to check in at the office.

Elementary students who arrive after 9:15 am will be counted absent for the morning. Students who leave before 3:00 pm will be counted absent for the afternoon.

Closed Campus

The school has a closed campus. Only senior students at the school have the privilege of leaving campus during lunchtime on Tuesday and Thursday. Students and parents need to realize that open campus carries responsibilities. It is imperative that leaving school grounds does not interrupt the educational process at the school. Students are required to return on time and will fall under the tardy procedures if they are late. Senior open campus privileges will be suspended if a student abuses the privilege. Students who are on the ineligible list do NOT have open campus privileges. If any other students leave during lunch, they may be considered truant and that policy will be followed. Students will remain in the cafeteria or with their sponsor for the entire lunch period.

Students Picked Up from School Early

If reasons arise that require you to remove your child from school early, please call or stop in at the office.

Make-Up Work for Absences

Students will be given one (1) day to make up work missed for each absence unless they were truant.

If a student is absent on the day that an assignment was previously assigned, the student will be required to turn in the assignment on the first day of his/her return to school. If the student fails to turn in the assignment, the instructor will enter a grade of zero (0) for that assignment.

Late Assignments

Late assignments will be graded at the teacher's discretion, but within a reasonable amount of time.

Tardies

Middle and High School students will have 3 minutes between class changes, plan accordingly. Students will not be admitted to class without a pass from the teacher who held them or a tardy slip from the office. Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless the student has a pass from the teacher or administrator who detained them. Teachers will enter all tardies into Infinite Campus. The Principal will monitor and contact parents when students have excessive tardies.

SECTION 5: ACADEMIC ACHIEVEMENT

Hay Springs Public Schools Grading System

A	(93-100)				81-82	C
	99-100	A+			78-80	C-
	95-98	A				
	93-94	A-	D	(70-77)		
					75-77	D+
B	(85-92)				72-74	D
	91-92	B+			70-71	D-
	87-90	B				
	85-86	B-	F	(69 or Below)		
			P	(Pass-not used in GPA calculation)		
C	(78-84)		I	(Incomplete work –"0" one week after term)		
	83-84	C+				

Promotion and Retention

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

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. If a student fails a required class, they will be required to re-take and pass the class prior to graduation.

Elementary students will be promoted on teacher recommendation. Parents will be notified when retention is being considered. The professional staff at the school will place students at the grade level best suited to them.

Report Cards

Report cards are issued after the end of each quarter or nine-week session. This report card shall contain an accurate and complete report of the student's grades and attendance record. Report cards are available in the office after each quarter. Report cards will not be mailed home.

Parent-Teacher Conferences

Parent-Teacher conferences will be held after the end of the 1st quarter and 3rd quarter; parents are urged to attend. Conferences with teachers, at anytime, are encouraged and may be set by calling the school and making arrangements with one or more teachers as needed.

Distance Learning Courses

Hay Springs Public Schools offer students classes over the distance learning system. We are part of a consortium with other institutions. Therefore, the students are required to follow not only the rules of the school but also the rules of the consortium. When a student registers to take a distance learning class, he/she and his/her parents will be required to sign the appropriate documents that outline the expectations as well as the consequences for not following the expectations. The district also offers the opportunity for Dual Credit or College-only credit courses. The cost of college tuition and books is the responsibility of the student and/or their parents.

Graduation Requirements

English 4 years (40 credits)

- English 9
- English 10
- English 11
- English 12

Social Studies 4 years (40 credits)

- Geography
- World History
- American History
- American Government

Mathematics 4 years (40 credits)

- Algebra I
- Geometry
- Other high school math
- Must take math senior year

Foreign Language 1 year (10 credits)

Fine Arts 1 year (10 credits)

- Any high school art or music class

Science 3 years (30 credits)

- Science 9
- Biology I
- Other high school science

Career Tech Education 2 years (20 credits)

Electives may be from any area. Students must earn 240 credits to graduate. Students earn 5 credits per class/per semester.

Participation in Graduation Ceremony

For a student to take part in the graduation ceremony at the school, the following requirements must be met:

To receive a diploma, a student must be enrolled at the school prior to the 4th Quarter of their senior year and have successfully completed all graduation requirements as established by the Board of Education as of

the date set for graduation. If all requirements are not met the student will NOT be allowed to participate in the graduation ceremony.

Graduation Dress Code

Graduation is a formal event for the community, graduates' families, and the graduates. It is provided as a courtesy. In order for graduation to be a special event, there are standards of conduct and rules that must be followed. Graduation gowns will be in school colors (Hunter Green, Gold, and/or White)

There is a dress code for graduation that will be enforced. If students do not show up in the appropriate attire, they will not be allowed to participate in the ceremony and their diplomas will be given to them privately. No jeans, tennis shoes, work boots, flip-flops, bare feet, sunglasses or shorts will be allowed. Dress pants with a shirt and tie are strongly encouraged for boys and skirts or dresses (of appropriate length) are strongly encouraged for girls.

Senior Academic Honor Awards

Valedictorian – Highest GPA after eight semesters calculated on the last Monday prior to graduation on a 4.0 system. If grades are equal to the tenth decimal place two or more valedictorians will be awarded.

Salutatorian – Will be awarded to the next highest GPA after eight semesters calculated on the last Monday prior to graduation on a 4.0 system. If Salutatorian GPAs are the same when calculated to the tenth decimal place two or more salutatorians will be presented.

Honor Cords – All students maintaining a 3.7 GPA over eight semesters will receive Gold Cords. National Honor Society members will receive the NHS white satin pendant stole. Presidential Excellence Award winners will receive the gold cord with medal.

Honor Roll

Any student grades 2-12 with all A's or A's & B's and is enrolled as a full time student at the school shall be placed on the Honor Roll. The honor roll shall be posted each nine weeks and semester.

Ineligibility

The ineligible list will be run weekly (generally Monday morning). Students will remain on the list until the next list is run. Grades need to be posted by 12:00 a.m. (midnight) or they may not be included when the list is run. Ineligibility list will be run between midnight and 9:00 a.m. No student will be removed from the list without the administrator approval.

To be ineligible students may have any of the following or a combination thereof:

2 D's

1 F

If you are on the ineligible list, you will not be allowed to participate in extracurricular activities/events for the week and will not be allowed hall pass privileges. Students will also be required to attend Friday School unless all grades are a C or better by Thursday afternoon and have their sheet signed and approved by the Administration.

Students who end the quarter or semester with an F will automatically be in Friday school until the next list is run. These students will be ineligible until the next eligibility list is posted or they receive approval from the administration determined by current academic performance.

Friday School for Middle Level & High School

Most school districts operate on a 5-day school week, with classes running from Monday through Friday. Our district currently operates on a 4-day school week, with classes typically running from Monday through Thursday. Some students are in need of additional assistance, so Hay Springs Public Schools has decided to staff and host school on Fridays in an effort to assist students who need additional help, instruction, or support.

Any student's building administrator may require the student to attend school on Friday morning from 8:00 AM to 12:00 PM in a classroom staffed by employees of the district. Students directed to attend school on Friday will be students who, in the opinion of the administrators and teachers, (1) need additional assistance of any kind, (2) have failing grades, and/or (3) have missing assignments.

Friday school days are intended to be a learning and study time for students just like any other school day. Friday school is not a disciplinary consequence. Rather it is intended to help students who are in need of assistance. Students asked to attend Friday school as a result of or in conjunction with disciplinary action are asked to do so because they meet one of the criteria listed above and not as a part of the disciplinary consequence.

During Friday school, all of the regular policies, rules, handbooks, and codes of conduct apply, including the district's mandatory attendance policies. Failure to attend school on Friday when directed to do so by the building administrator will be counted as an absence pursuant to the district policy. Absences from Friday school must be approved in the same manner as absences from any other school day, and the district's policy governing "excused" and "unexcused" absences will apply.

Consequences for students not coming to Friday School:

1. NO use of personal technology the following week. Phones will be left home or checked in at the office when they arrive at school.
2. Will make up their 6 hours during the week before or after school Monday, Tuesday, or Wednesday; or before school Thursday.
3. Will not be offered the opportunity for credit recovery in the summer.

Hay Springs Public Schools will not provide transportation to and from Friday school. In the event any student is entitled to transportation services by the state or federal law, transportation services will be provided as required by law.

The following rules apply:

1. No food or drink (other than water) is allowed.
2. No cell phones or other personal electronic devices, including head phones.
3. No talking or disrupting others.
4. If kicked out of Friday School, the student is required to bring a parent to meet with Administration prior to reentering school.
5. Not attending Friday School will result in a parental meeting. Students will not be allowed back to school until a parent can meet with administration.
6. All teachers who have students that attend mandatory Friday School will provide the student with make-up and homework assignments.
7. Attendance will be sent to the Friday School coordinator.

SECTION 6: SUPPORT SERVICES

ACADEMIC SERVICES

Special Education Services

The school offers comprehensive services for students with special needs. Services are available for, but are not limited to, speech - language and articulation, vision, hearing, psychological, academic and physical disabilities, following Federal guidelines for IDEA, Title I and OCR.

Special Education Identification and Placement Procedures

The school offers a special education program for students with disabilities. The Board of Education believes all children regardless of handicap condition have a right to equal education opportunities. The Board of Education has adopted procedure and policy for the operation of special education programs. Parents/Students may contact the Administration for further information.

Home-bound Services

The type and extent of the home-bound education program shall be developed by the building administration in conjunction with instructional and other support personnel as deemed appropriate. Such programs for home-bound instruction as may be developed shall be submitted to the Superintendent prior to implementation.

It shall be required that a medical health care provider certify to the school District that a student cannot attend school prior to the development of a home-bound instruction program.

The school District shall provide home-bound instruction to district students unable to attend school. Those students who cannot attend school and have been identified as eligible for Special Education Services shall be provided necessary services as established under District Special Education Policy.

H.A.L. (High Ability Learners)

The school recognizes that some learners with high ability require intellectual stimulation which is unique from that received in the regular educational program. The needs, interests, and readiness of these learners with high ability motivate the district to provide alternative activities and opportunities structured in a manner which will capitalize on these personal abilities and encourage their continual development.

HEALTH SERVICES

Student Illness

School personnel will notify parents when a student needs to be sent home from school due to illness. Please include emergency daytime phone numbers on your child's enrollment form so that you can be reached if your child becomes ill or injured while at school. Please also include any health related information you feel is important for your student's success in the classroom and/or safety at school. Students with a fever will be sent home. They must be fever free/vomit free for 24 hours before returning to school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. All medication (unless approved by the Administration) is to be kept in the school office and is to be administered by assigned school personnel. In order for school personnel to give medication to your child at school, the medication must be in the original labeled container, which has the student's name, licensed

health care provider's name, medication name, and instructions on it. Ask your pharmacist for a second labeled bottle if necessary. The parent will need to fill out and sign a permission slip available at the office. This form will include the directions on dosage and time. This is important to enable the school to safely administer medication to your child. **DO NOT SEND MEDICINE THAT IS NOT LABELED OR IS NOT IN THE ORIGINAL CONTAINER.**

Over the counter medication such as Tylenol, cough drops, cough syrup, etc. will only be given with written permission from the parent. Medication must be provided by the parent; the school will not provide any form of medication. This permission must be renewed with each incident. If Tylenol or other over the counter medications are needed for more than two weeks, an examination by a licensed health care provider is recommended to be sure there is no serious illness present.

The Hay Springs Board of Education recognizes that many students are able to attend school because of the effective use of medication for the treatment of illness and/or disabilities.

If at all possible, all prescription medications should be given at home outside of school hours. NO over the counter medicines will be given in the elementary schools; this includes acetaminophen, Tylenol, and cough medicine. Non-prescriptive medication may be used at the Middle School and High School. Medication must be provided by the parent.

The Board of Education further recognizes that some medication regimes necessitate the administering of medication during school hours; therefore, requiring a safe and effective means of administering the medication.

When medication is required during school hours the following will apply:

1. Written orders from a health care provider are required and must include the name of the drug, dosage, and time interval medication is to be taken. It must be in the original prescription bottle.
2. The parent must request, in writing, that the school district comply with the health care provider's order.
3. Medication must be brought to the school, by a parent, in a container appropriately labeled by the pharmacy or health care provider.
4. The first dose should be administered by the parent; this provides an opportunity to discuss the medication, its side effects, and benefits.
5. The school will inform the medication provider and others who need to know of the potential benefits and side effects of the drug being administered.
6. A locked cabinet must be provided for the storage of medication.
7. Only one month's supply of medication will be received and stored at a time.

Medical Conditions Requiring Assistance

Physicals, Immunization Records, and any necessary Health care provider notes must be present at the time of enrollment. If your child has a chronic illness or severe allergy (asthma, diabetes, seizures, bee sting allergy, etc.) that may require emergency assistance, please notify the Administration.

Physical Examination

Evidence of a physical examination by a licensed health care provider is required prior to the entrance of the child into Kindergarten, seventh grade, or in the case of transfer from out of state. A parent who

objects must submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the office.

Eye Exam

Students entering school for the first time, including Kindergarten and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance. The vision evaluation must be signed by an optometrist, physician, physician's assistant, or advanced practice registered nurse.

Concussion

A student showing signs or symptoms of a concussion, thereby being "reasonably suspected" of having had a concussion, must be removed from participation and may not return until evaluated by a licensed health care professional. Written and signed clearance from an appropriate licensed health care professional and written and signed clearance from the athlete's parents is required prior to the athlete's return to participation. Concussion educational training must be made available to all coaches on how to recognize symptoms of a concussion, and how to seek proper medical treatment. Athletes and parents must be provided concussion information prior to an athlete's participation on an annual basis that includes signs & symptoms of a concussion, risks posed by sustaining a concussion, and actions an athlete should take in response to sustaining a concussion – including informing their coaches.

Head Lice and Nits

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice/nits and involve parents as partners with the school in on-going control efforts.

1. If a child is identified as having live head lice and nits, she/he will be sent home with notification to parent of needed treatment.
2. The school will provide written treatment information and instructions, including how to check and identify head lice.
3. A child with head lice/nits should not miss more than one day of school. Parents are responsible for treatment. A school staff member, trained in the identification of head lice, will examine the student upon return to school. The student must be free of all live head lice.
4. The third time, a student is sent home for live lice/nits in any one school year a signed health care provider's slip verifying treatment will be required for the child to be readmitted to school.
5. The school will periodically conduct class or school-wide inspections, as needed, to control this condition at school.
6. This policy is to be given to the parents of any child who does not pass the lice inspection at school.

Immunizations

Students must meet all State of Nebraska/Health and Human Services requirements for immunizations.

STUDENT RECORDS

Student Files

The school maintains three separate files of student records.

1. Cumulative File

- A. Academic Records may contain but are not limited to:

- a. directory information
 - b. classes, grades and credits
 - c. test scores
 - d. attendance
 - e. school activity participation
- B. Disciplinary Records
- a. description of disciplinary problems and actions taken
 - b. copies of correspondence resulting from disciplinary action
2. Health Records-All records are located in an administrative office and are available for review by the parents or student at age 18. The high school will comply with the request for review within a reasonable period of time. Parents or student at age 18 shall have the right to a hearing to challenge the content of the records if so desired.
3. Special Education Records

Student Records and Parental Rights

Students 18 years of age or older, or parents of students under the age of 18 may schedule a conference with an administrator to evaluate the file upon request. Requests for transcripts must be made in writing to the office. Parents must sign the request for students under 18, but for those who are 18 or over, only that individual can make the request (The office may send transcripts to an educational institution with a verbal request but all other requests must be made in writing). This is in compliance with guidelines established by the Federal Privacy Act. Questions concerning the complete FERPA rules and regulations may be directed to the Administration.

If a student is not supposed to have contact with his/her parents, the school must be notified in writing by the appropriate authorities.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with the school for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. *Please note:* The document parents receive from the hospital looks like a birth certificate, but it is not a certified state copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

SECTION 7: DRUGS / ALCOHOL AND TOBACCO

Philosophy

All students have the right to attend school in a drug-free environment conducive to good learning. The use of controlled substances, alcohol, and tobacco is not only a violation of the law, but it interferes with both effective educational activities and the healthy development of young people. The education system has a fundamental, ethical and legal obligation to prevent drug abuse and maintain a drug-free and safe educational environment, not only throughout the schools, but also in all school-related activities.

Offenses on School Property or at School Sanctioned Activities

School Reporting Procedures

1. School personnel who come in contact with evidence of a student possessing or being under the influence of a controlled substance are required to notify the Principal.
2. School personnel who have reasonable suspicion that a student possesses or is under the influence of alcohol, tobacco, controlled substances, "look-alike" drugs, or drug paraphernalia will request that the student accompany them to the Administration or designated official. If the student refuses, the staff member will immediately notify the Administration or designated official. In the event that the incident occurs at an evening or out-of-town activity, the school personnel will also contact the parent and/or law enforcement.

Administrative Responsibilities

1. An Administrator and/or school nurse will make the judgment regarding the immediate medical needs of the student. If no medical attention is required, the administrator may interview the student.
2. An Administrator will attempt to obtain evidence by direct request, questioning, and through search and seizure procedures as outlined in these administrative procedures.
3. Information procured will be documented and evidence will be tagged for identification and placed in a secure area.

Parent Notification

1. An Administrator will notify the student's parents as soon as it is fully determined that a violation of school rules & regulations has occurred.
2. The parents will be informed of the nature of the student's violation, that (in cases of illegal possession of alcohol and/or controlled substances) the appropriate law enforcement authorities have been contacted, and that the parents' presence is requested, if possible, while the student is being questioned by law enforcement authorities.

Law Enforcement Notification

1. In the cases of illegal possession of alcohol and/or a controlled substance, the appropriate law enforcement authorities will be contacted by school personnel and requested to report to the school.
2. The Administrator will turn all confiscated contraband over to the law enforcement authorities and explain the results of the student interview.
 4. Law enforcement authorities may question the student.

STUDENT'S NAME _____

**2019-2020
CODE OF CONDUCT –
HAY SPRINGS JR/SR HIGH SCHOOL**

PROCEDURE ON VIOLATION: In the event the student is to be suspended from activities pursuant to the established rule, the following action shall be taken:

1. The student shall be notified immediately of the action taken.
2. The student shall meet with the school Activities Director and Principal. The parent/guardian should be notified and invited to attend the meeting. If sponsors, teachers, and coaches are involved they should also be invited to attend.
3. At this meeting, full explanation of the action taken shall be given and the student and his/her parent/guardian shall be afforded full opportunity to make any statements or explanation desired.

CRITERIA FOR SANCTIONS:

1. Refusal to abide by the school's requests concerning actions, appearance and general conduct as representative of Hay Springs Jr.- Sr. High School.

2. Violations of any rules listed below reported by school personnel and/or law, or personal admission irrespective of whether conviction occurs:

- A. Illegal use of alcohol
- B. Illegal possession of alcohol
- C. Illegal use of a controlled substance
- D. Illegal possession of a controlled substance
- E. Possession or use of Tobacco (smoking or chewing)
- F. Possession or use of electronic nicotine devices, Vaping, JUULing
- G. Any crime involving violence, willful destruction of property or any actions involving moral turpitude

If Criteria for Sanction fall under A-F then the following disciplinary actions will be applied. If Criteria for Sanction Falls under G the educational component is not applicable.

First Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- The Student is notified of suspension from competitions in all extracurricular/co-curricular activities for 20 calendar days during the school year and a minimum of one (1) contest/performance/activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and
- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. **(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension) **

Second Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- The Student is notified of suspension from competitions in all extracurricular/co-curricular activities for 40 calendar days during the school year and a minimum of one (1) contest/performance/activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and
- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. **(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension) **

Third Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- The Student is notified of suspension from competitions in all extracurricular/co-curricular activities for 60 calendar days during the school year and a minimum of one (1) contest/performance/activity. If all activities

in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and Student must complete an approved drug and alcohol education class at the student's expense during the next available session. ******(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension) ******

Fourth Offense: Meeting with Principal, Athletic Director, parent(s), and student;

• Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Hay Springs Public Schools.

A. Controlled Substance or Alcohol: The student will be suspended from all activities until he/she participates in a professional evaluation for chemical dependency. After the student becomes a participant in a chemical dependency program, the student may be reinstated in school activities upon successful completion of the program. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the center prior to reinstatement of the student. The student will be suspended from participation in all school sponsored and/or sanctioned activities the next 60 calendar days. ******(Sundays excluded and the student will not be allowed to practice) ******

B. Tobacco Product or any Crime Involving Violence, Willful Destruction of Property or Moral Turpitude: The student will be suspended from participation in all school sponsored and/or sanctioned activities the next 60 calendar days.

******(Sundays excluded and the student will not be allowed to practice)

*****Vacation days will be EXCLUDED, except for those on which scheduled school activities are held*****

When the penalty for violation cannot be completed in the confines of one (1) school year, it shall carry over into the next school year in which the student will be participating in such activities.

1. School sponsored activities shall include, but not be limited to, Homecoming Dance and Prom.
2. Suspension from participation shall include attendance at dances and contributing in any way to the contest/performance.
3. Participation in Graduation and Honors Night may be denied at the discretion of the administration, if it has reasonable cause to believe a student's conduct merits such suspension, for reasons to include, but not limited to, those set forth in the student Code of Conduct.

SELF-REPORT OPTION: If a student voluntarily reports, prior to being addressed by the administration, to the coach, sponsor, activities director, or principal within three (3) school days of the rule violation, the consequences for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to 10 days and one (1) activity. A second violation would be reduced to 20 days. This applies to first and second offenses only. Student must complete an approved drug and alcohol education class at the student's expense during the next available session.

STUDENT ABSENCE ON THE DAY OF AN ACTIVITY: A student may not participate in any extra-curricular activity on a day he/she is absent from classes due to an illness or an unexcused absence, with the exception of tardiness. The student must be in school, attending classes for the scheduled school day to be eligible to practice or participate, unless he/she is specifically excused by the administration's office.

.....SUMMER ACTIVITIES.....

Student groups holding student activities during the summer months are applicable. Such groups have students representing their school and community in school-sponsored activities all during the summer. The students who are members of these groups are not viewed as only members for a season, but rather are viewed by fellow students and community members as representing their groups on a year-round basis. In these situations, such groups must require that their members are subject to the provisions of the Hay

Springs High School Code of Conduct on a year-round basis, and are therefore subject to disciplinary measures for breaches of the "Code", regardless of the season or time of the year.

SUMMER PENALTIES: Penalties assessed during the summer will apply at the start of school activities in the next year.

APPEAL:

1. In the event the student, parent or guardian should disagree with the actions of the Activities Director/Principal, they may appeal such decision to the Superintendent by giving written notice of such appeal to the Superintendent within twenty-four (24) hours of the decision of the Activities Director/Principal. Upon receipt of such notice of appeal the Superintendent shall review the record and render his/her decision within twenty-four (24) hours of the receipt of the notice of appeal.

2. If the student, parent or guardian disagrees with the decision of the Superintendent on appeal, then the decision may be further appealed to the School Board by giving written notice of such appeal to the Secretary of the Board of Education within twenty-four (24) hours of the Superintendent's decision on appeal. The School Board shall then schedule hearing on the matter within seventy-two (72) hours of receipt of notice of appeal and render its decision. The decision of the Hay Springs School Board shall be final for purposes of appeal to any court of competent jurisdiction.

DATE: _____ SCHOOL: HAY SPRINGS BIRTHDATE: _____

I HAVE READ THE RULES PERTAINING TO THE CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES AND ACKNOWLEDGE AND UNDERSTAND THE PURPOSE THEREOF.

Student's Signature Date

Parent/Guardian Signature Date

All students/parents/guardians are required to sign the Code of Conduct form and return it to the Activities Director's Office. If the form is not signed and returned, the student is not eligible to participate in any school sanctioned or school sponsored activities. This is a 365-day Code of Conduct from the date of signature.

SECTION 8: STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Altering School Records or Official Documents

If a student forges the signatures of parents, teachers, other school personnel, or any other name on any document;

First Offense: A minimum of three (3) days of out-of-school suspension and suspension from all extracurricular activities for the length of the suspension.

Second Offense: Within one calendar year of the last offense – A minimum of five (5) days of out-of-school suspension and suspension from all extracurricular activities for the length of the suspension.

Third Offense: Within one calendar year of the last offense – Recommendation of expulsion to the Board of Education.

Bullying

Hay Springs Public Schools recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Definition of bullying: Bullying is a pattern of physical and/or mental abuse over time that results in, or is likely to result in physical and/or emotional harm. Such abuse is often viewed as a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

Bullying is prohibited. Hay Springs Public Schools and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus.

Staff intervention: The Board expects and demands that staff members who observe or become aware of an act of bullying will take immediate, appropriate steps to intervene. If physical intervention poses a threat to a staff member’s safety, the staff member is to take whatever other action that will result in addressing the bullying. Staff members shall also report all acts of bullying to the Administration, and file a report on Infinite Campus providing as much information as possible to assist in any investigation.

Students and parents shall report bullying: The Board expects students and parents who become aware of an act of bullying to report such actions to the appropriate staff member or to the building Administration for further investigation. Students and parents may also report bullying through the Safe Schools website. A link can be found on the school website (hshawks.com). Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

Investigation procedures: Upon learning about a bullying incident, the Administration or designee shall contact the parents of both the aggressor and the victim, interview the students involved, witnesses, school staff, and parents; review the school records of those involved, and identify any other pertinent issues. A written report must be filed on Infinite Campus within five (5) working days, and may invoke the appropriate consequences as outlined below.

Consequences/interventions: Consequences for students who bully others shall depend on the results of the investigation, and may include:

1. counseling
2. parent conference
3. detention
4. suspension up to ten (10) school days
5. expulsion (up to the remainder of the semester)

Depending on the severity of the incident, or the repeated offense, the Administration may also take appropriate steps to ensure student safety. These may include implementing:

1. separation
2. supervision of the students involved
3. providing staff support for students as necessary
4. reporting incidents to law enforcement
5. developing a supervision plan with the parents.

Cheating and Plagiarism

There is no justifiable reason for cheating or plagiarizing on school work. Students are to be responsible in their approach to earning academic credit in their classes.

First Offense:

1. The student will receive a zero on the assignment or test and documentation will be placed in a behavior file.
2. The teacher will notify parent.
3. Four (4) days detention (3 hours per day).
4. The student will write a paper on plagiarism.
5. No extra-curricular activities allowed until 1, 2, 3, & 4 are completed.

Second Offense within one school year:

1. Within one year, the student will receive a zero (0) for the assignment and documentation will be placed on Infinite Campus.
2. A meeting will be held with the Administration, teacher, parent, and student.
3. Two (2) days Out of School Suspension (OSS). (No practice or activities allowed.)
4. No extra-curricular activities allowed until 1, 2, & 3 are completed.

Copyright and Fair Use Policy

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

Fighting

A fight is a verbal or physical confrontation between two or more individuals which may cause bodily harm or emotional distress. Any other confrontational situations which are disruptive to the school environment may also be considered in this category. Students that are involved in fighting shall have the following disciplinary action taken, after the Administration has investigated the incident.

First Offense: Students will receive one (1) or more days of OSS (out of school suspension) and suspension from all extracurricular activities for the duration of the suspension.

Second Offense: Students will be suspended from school for a minimum of four (4) days of OSS and suspension from all extracurricular activities for the duration of the suspension with a possible recommendation for long term suspension and a parent meeting will be required before readmission to school.

Third Offense: Recommendation for expulsion.

If the Administration determines that there is a clear “aggressor” in the fight, the “aggressor” may receive additional consequences, and the student deemed to have defended themselves may receive fewer consequences.

Hazing

Any type of hazing of another person is not allowed. These types of actions can cause serious injury to individuals. Students who participate or help to haze other students during school or during a school activity of any kind, whether it is before school, after school, weekends or weekend nights is subject to disciplinary action.

Inappropriate Language

Any student who purposefully uses profane or abusive language or gestures toward a staff member or another student during school or during a school activity of any kind, whether it is before school, after school, weekends or weekend nights is subject to disciplinary action.

Office Referrals

Continual Office Referrals or Continual Failure to Follow Adult Directions

Students are expected to follow the classroom guidelines and guidelines as set forth by state law. Continual refusal to follow guidelines and expectations will lead to suspension.

Referrals to the Office May Be Made When the Teacher Feels:

1. Behavior significantly impairs instruction and learning for other students.
2. Safety for the student, other students, or the teacher is in jeopardy.
3. Students fail to follow guidelines from the student handbook and Nebraska State law which require immediate referral.
4. Other measures to correct the situation have not worked and the appropriate next step is to refer the student to the Administration.
5. Student behavior constitutes grounds for suspension or expulsion.

Public Displays of Affection

Public Displays of Affection will not be tolerated on school property or at school activities and will be subject to disciplinary action. Such conduct includes: kissing or any other types of affection that would be

considered inappropriate or an undue distraction to others. Students will be sent to the office if this type of behavior occurs and will be subject to disciplinary action.

Public Indecency

Any student who commits public indecency during school or during a school activity of any kind is subject to disciplinary action. Public indecency is defined in Nebraska State Statute section 28-806.

Stealing

Stealing as defined by State Law constitutes possible grounds for suspension and can be grounds for expulsion. This includes the school's and all individual's belongings.

Striking or Hitting a Staff Member

1. Mandatory reporting to law enforcement.
2. Three (3) days of out-of-school suspension (OSS)
3. May be grounds for expulsion.

Student Conduct on School Transportation

Safety of student passengers is primary; this overrides all other considerations. Students must be well-behaved during transportation. Outside of ordinary conversation, classroom conduct is to be observed by the students. Any student, who is guilty of inappropriate behavior, may forfeit the privilege to ride in a school vehicle. Any case of pupil misbehavior and failure to cooperate with the driver is subject to disciplinary action.

Student Appearance Policy

We take pride in the appearance of the school students. Your dress reflects the quality of the school, of student conduct, and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school. Any clothing or attire that creates a disturbance or disrupts the learning environment is not to be worn in school.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Substitute Teachers

Substitute teachers are often in the building. Students are to treat them with respect.

Weapons

Mandatory reporting to law enforcement.

SECTION 9: ATHLETICS AND ACTIVITIES

NSAA Eligibility Requirements

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance rules and regulations at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester and must be receiving a minimum of twenty semester credits during the semester of activity participation.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.
12. If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
13. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:
 - A. If the change in domicile by the parent occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - B. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
 - C. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
 - D. Parentship does not fulfill the definition of a parent. If a Parent has been appointed for a student, the student is eligible in the school district where his /her natural parents{s} have

their domicile. Individual situations involving Parentship may be submitted to the Executive Director for his review and ruling.

- E. A student shall not participate in a contest under an assumed name.
- F. A student must maintain his/her amateur status.
- G. Students who take part in activities must be eligible according to the Hay Springs District #3 Eligibility Rules and Regulations.

Before your student begins any athletic season, including practice, he or she must have the following forms filled out, signed and returned to the Office or on file in the office.

1. Physical form with health care provider's signature.
2. Check for participation fee.
3. NSAA permission to participate form.

Nebraska School Activities Association Sports Seasons

All interscholastic sports in grades 9-12 are divided into three seasons, fall, winter, and spring. The 6th (if applicable), 7th and 8th grade interscholastic athletics are divided into four seasons, fall, early winter, late winter and spring.

Extracurricular Activities

The school offers a variety of extracurricular activities for both young men and women who desire to participate in school activities.

Hay Springs Public School students have the privilege of participating, practicing and competing in any approved extracurricular program. Coaches will determine playing time in games based on their professional determination of each athlete's abilities. A varsity head coach will communicate to the players who will suit up for varsity games and this includes seniors who might not suit up for games based upon the coach's professional judgment.

It is the desire of the school system to instill in each student the desire to promote the activity program and good sportsmanship in Hay Springs Public Schools. In order for students to do this they should be willing to:

1. Consider all opponents as guests at Hay Springs and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials and judges without question.
3. Never use abusive or irritating remarks from the sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the activity.
6. Love the activity for its own sake, not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the activity and courtesy and respect for the participants, directors, judges, coaches, officials and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire activities program something to be proud of.

Any student is welcome to try out for any of the interscholastic activities available to them providing they meet the requirements established by the State Activities Association and the school and they agree to follow the guidelines established in the student handbook.

EXTRACURRICULAR EVENTS -This list may not be all inclusive:

All Athletic Events	Homecoming Royalty
No Pass Privileges	Homecoming Usher
No Riding Bus to Activities	Homecoming Dance
No Suiting Up for Activities	Prom Royalty
Non-Academic Field Trips	Prom Dance (unless Jr. or Sr.)
Swing Choir	Prom Server
Band Activities	Usher for Graduation
Vocal Music	Inter-Scholastic Quiz Bowl
Speech Activities	Elementary Track Day
One Act Play	CSC Scholastic Day
All School Play	FBLA

Activities that are required as part of a class grade and are approved by the Administration may be exempt.

Sportsmanship

Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

Transportation

The Activities Director/Transportation Director is responsible for the transportation of students to all activities. The Activities Director/Transportation Director will make decisions on travel after consultation with those whose input is considered essential in making the decision. Those who will be involved in the decision making process will include the Administration, the Activities Director, the Transportation Director, government agencies and others whose information is deemed necessary to make a decision. Student safety is the first and foremost consideration in making travel decisions. Once student activity groups leave the school, decisions regarding travel are at the discretion of the driver.

All members of a group must ride together as a team to the event (unless, due to extenuating circumstances, prior arrangements are made with the athletic director) and will return from a contest by the same transportation provided for taking them to the contest. (Exception: A participant may continue on a trip or return home only if the parent signs them out at the activities event or the parent has made arrangements with the Administration or Coach.) Coaches/Sponsors will ride to and from events with the team.

Student Managers/Videographers

Only ONE student manager for each team (girls' basketball, boys' basketball, etc). Student managers/videographers must be eligible. Managers must attend regular practices, attend games on weekends and evenings, and have specific job duties. Only ONE videographer per sport not per team.

Managers/ videographers are allowed to ride with the team if there is sufficient room – we will not take an extra vehicle to accommodate these positions.

Starting, Dismissal, and Length of Practices

Starting times of practices will not begin before 4:30 p.m.

In order that athletes and their parents may plan accordingly, and for the welfare of the athlete. Practice will not last more than 2 hours from the time practice starts unless approved by the Activities Director.

Activities on Church Night and Sundays

According to the Nebraska School Activities Association, no activities may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community. Wednesday night is observed as church night in our community and every effort is made to release students in time to participate in these activities or no later than 6:00 p.m.

Equipment

The athletic department tries to furnish the athlete with the equipment needed. We are confident that we have good equipment and in the case of contact sports, our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. All school equipment shall remain the property of the school. Any school equipment observed being worn outside of an activity will be confiscated. (Exception: Football jerseys may be worn as a team on game days and Homecoming week to show school spirit.)

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should he/she quit a sport. If an athlete fails to check in their equipment at the designated time or immediately should he/she quit a sport, he/she will be expected to pay for the cost of replacement and will be placed on the ineligible list until all equipment is returned or the appropriate fine is paid. All collections for lost equipment will be handled by the activities director.

At no time should the athlete wear equipment checked out to him/her except for practices and contests.

Activity and Sponsorship Guidelines

All school related activities must be scheduled through the office. The office should be notified of the following: times of meetings, pep rallies, and other school related activities.

Fund Raising

All fund raising activities must be approved by the office prior to beginning the fundraiser.

Purchases of Team or Organization Apparel

All purchases of apparel to be worn by team members or organizations must be approved by the Activity Director and the Administration and meet school dress codes and school guidelines. Our groups represent our school in the public and our team clothing and purchases are to promote pride and class at all times.

Role of Middle School Athletics

The Hay Springs Middle School athletic program is for the purpose of introducing the sports offered to as many students who wish to become acquainted with the sports of the school. The athletes will be made aware of the rules and will be taught the fundamentals of the sport, or sports, they choose to participate in. In giving them that opportunity they will then be able to determine if they wish to continue on in that sport.

The coach/coaches will encourage all Middle School athletes to participate to the best of their ability and to continue to participate in the athletic program. At the same time the coach/coaches should not pressure them to do so.

Participation at the Middle School and Junior Varsity Levels

Participation at the Junior High and Junior Varsity levels is extremely important for the building of a program. At Hay Springs, we feel that if an athlete is suited up for a Junior High or JV contest, they will be expected to play. Circumstances may arise that make it unavoidable to enforce this policy but for the most part it will be adhered to.

Lettering/Award Protocol

Lettering Requirements for all Activities

Student must be recommended for a letter award by the head coach/sponsor, assistant coach and Activities Director in regards to attendance in school, cooperation, character, citizenship, coachability, work ethic and over-all behavior as observed in school and the community.

Participation requirement will be as follows:

Football & Basketball

Participate in as many quarters as regular season varsity games.

Cross Country

Participate in ½ the varsity meets.

Volleyball

Compete in as many sets as there are volleyball matches.

Wrestling & Track

Score team points in (2) two varsity meets

Golf

Participate in ½ of the varsity meets.

Band & Chorus

Must participate in a small group activity at the district contest and be in good standing all year or

be in their second year of band or chorus and participate in the district contest and all other scheduled activities and be in good standing.

Speech Team, FBLA

Must be in good standing all year.

One-Act, & Play

Must be in good standing during season.

Should a participation ending injury/sickness occur, lettering will be left to the discretion of the Head Coach, Assistant Coach, and Activities Director.

Coaches and sponsors have reserved the right to award letters to seniors, student managers (9-12 only) and others giving major contributions to the team or activity.

You will not letter if you have committed any of the following during the season in which the violation occurred:

1. Suspension or expulsion from activity/contest by officials or coach.
2. Suspension/expulsion from team for violation of team/school rules (example: alcohol).
3. Failure to complete season (if not due to injury or illness.)

Letters

First year letter winner will receive a chenille letter, one certificate with those athletic events noted and a gold pin symbolizing that sport lettered in. 2nd, 3rd, and 4th year letter winners will receive ONE certificate with those athletic events noted and a gold bar for each sport. Subsequent letter winners will receive a gold bar for each sport and ONE certificate with sports lettered in noted. (This includes lettering in Music and Band each year the requirements are met.)

Other Rules Applicable to Activities Participants

1. Participants are required to attend all scheduled practices, rehearsals, and meetings. If circumstances arise to prevent that participant's attendance, the validity of the reason will be determined by the coach or activity supervisor. Every reasonable effort should be made to notify the coach or sponsor prior to missing practices, rehearsals, or meetings.
2. All other reasonable rules or regulations adopted by the coach or sponsor of a school activity will be publicized through written handouts prior to the beginning of the season.
3. Student participants must be in attendance a full day of school to participate in any contest, practice, or activity on the same day; unless excused by the administration prior to the day.
4. Students under suspension from school shall not be allowed to participate in any school activities during the term of the suspension.

Dressing Room Rules

For student privacy, all use of cell phones is strictly prohibited at all time in all locker rooms.

All students shall be under the supervision of the staff member in charge. A student shall not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the staff member in charge.

Students are always to respect all equipment and supplies in the training room. Coaches' offices and equipment rooms are off-limits to all students except student managers. Exception: The student is asked to enter for a conference by the staff member.

Procedure for handling any parent/player concerns

In order to resolve any conflicts or potential problems it is encouraged that anybody connected to the school program follow the following line of authority:

1. Coach/Sponsor
2. Activity Director
3. The Administration
4. Board of Education

As parents and or athletes in the school system, we must believe in the system. In turn the administration and coaches of the system will be professional in their demeanor in order to resolve any conflicts or potential problems.

National Honor Society

The National Honor Society chapter of the school is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students in the 10th, 11th, & 12th grades who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. A complete copy of the National Honor Policy is available in the office.

Post Prom

Post Prom is run by junior parents. As such, school vehicles, tax ID numbers, buildings, etc. cannot be used for post prom. Students who miss school to solicit prizes will be considered truant.

SECTION 10: LEGAL NOTICES

Sexual Harassment

It is the policy of the school to provide an environment free from sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. The purpose of this policy statement is to establish clearly and unequivocally that the Board of Education prohibits sexual harassment by and of its employees and students and to set forth procedures, by which allegations of sexual harassment may be filed, investigated, and adjudicated. A complete copy of the Sexual Harassment Policy is available upon request.

Parent Involvement Plan

Hay Springs Public Schools recognizes the importance of open and clear communication with parents and community members. A complete copy of the Parent Involvement Plan is available upon request.

Homeless Students

A complete copy of the Homeless Student Policy is available upon request.

Notice of Nondiscrimination

The school complies with all state and federal regulations concerning nondiscriminatory practices in educational programs and activities. Questions or grievances concerning

discriminatory practices should be directed to the Title IX Director, Activities Director at The school District #3.

Tobacco Free Facilities

The school system shall be declared "Tobacco Free Facilities". As such, cigarette, cigar, chew, pipe or any and all other types of tobacco shall be prohibited.

Student Privacy Protection

It is the policy of the school to develop and implement policies which protect the privacy of students in accordance with applicable laws. The Student Privacy Protection Policy is available upon request.

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/Parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request the school will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree/major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an Administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Hay Springs Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. A complete copy of FERPA is available upon request.

SECTION 11: STUDENT FEES POLICY

Philosophy

The Board of Education of the school has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and State and Federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

The Administration is directed to assure that such equipment is available in the appropriate classes and areas of the school building; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items and Miscellaneous

Extracurricular Activities' Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

General Course Materials

Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student

handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

Damaged or Lost Items

Students are responsible for the careful and appropriate use of school property. Students and their parents or Parent will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects

Students are permitted and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

Music Course Materials

Students will be required to furnish musical instruments for participation in optional music courses. A yearly \$20 fee will be charged for use of district owned instruments. Use of a musical instrument without charge is available under the District's fee waiver policy; The District is not required to provide for the use of a particular type of musical instrument for any student qualifying for the fee waiver.

Extracurricular Activities-Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation

Extracurricular Activities fees must be paid prior to participation.

Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

Copies of Student Files or Records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or Parents of such student. A parent, Parent or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Lunch Program

Students shall be responsible for items which students purchase from the District’s lunch program. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Students will not be allowed to drink pop during lunch on a day when school lunch is available, regardless of whether or not that student brings his/her own sack lunch.

Waiver Policy

The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. A waiver request is included in the free & reduced lunch application packet.

Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook. The Student Handbook or the equivalent shall be provided to every student of the District, or to every household in which at least one student resides, at no cost.

Student Fee Fund

The school Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

SECTION 12: DUE PROCESS

Steps To Resolve Complaints and Concerns

If a parent or a student has concerns about a class or other school issue, they are asked to use the following chain of command:

1. Arrange a meeting with the teacher, counselor, coach, sponsor, etc
2. Arrange a meeting with the assistant principal or activities director
3. Arrange a meeting with the Superintendent

Due Process Procedure for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

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

1. The Administration shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation.
2. If the Administration 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
 - b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed, the student may be suspended by the Administration until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Administration.

3. The Administration shall serve by registered or certified mail or by personal service the student and the student's parents or Parent with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Administration.

b) The penalties to which the student may be subjected and the penalty which the Administration has recommended in the charge.

c) A statement explaining the student's right to a hearing upon request on the specified charges.

d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

e) A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or Parent shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

f) A form or a request for hearing to be signed by such parties and delivered to the Administration in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, Parent or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Administration has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Administration shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.